

FILED 13 OCT 2023 10:28AM CDRP

Pro Se 14 (Rev. 12/16) Complaint for Violation of Civil Rights (Prisoner)

UNITED STATES DISTRICT COURT

for the

Ninth District of Oregon

Division

Case No.

3:23-cv-1511 AA

(to be filled in by the Clerk's Office)

Jacquelyn Kelly Novack

Plaintiff(s)
 (Write the full name of each plaintiff who is filing this complaint.
 If the names of all the plaintiffs cannot fit in the space above,
 please write "see attached" in the space and attach an additional
 page with the full list of names.)

-v-

Ken Jeske
 and
 Forest Ledbetter

Defendant(s)
 (Write the full name of each defendant who is being sued. If the
 names of all the defendants cannot fit in the space above, please
 write "see attached" in the space and attach an additional page
 with the full list of names. Do not include addresses here.)

COMPLAINT FOR VIOLATION OF CIVIL RIGHTS

(Prisoner Complaint)

NOTICE

Federal Rules of Civil Procedure 5.2 addresses the privacy and security concerns resulting from public access to electronic court files. Under this rule, papers filed with the court should *not* contain: an individual's full social security number or full birth date; the full name of a person known to be a minor; or a complete financial account number. A filing may include *only*: the last four digits of a social security number; the year of an individual's birth; a minor's initials; and the last four digits of a financial account number.

Except as noted in this form, plaintiff need not send exhibits, affidavits, grievance or witness statements, or any other materials to the Clerk's Office with this complaint.

In order for your complaint to be filed, it must be accompanied by the filing fee or an application to proceed in forma pauperis.

I. The Parties to This Complaint**A. The Plaintiff(s)**

Provide the information below for each plaintiff named in the complaint. Attach additional pages if needed.

Name	Jacquelyn Kelly Novack		
All other names by which you have been known:	May, Burns, Way		
ID Number	16511064		
Current Institution	Coffee Creek Correctional Facility		
Address	24499 SW Grahams Ferry Rd.		
	Wilsonville	Oregon	970701
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

B. The Defendant(s)

Provide the information below for each defendant named in the complaint, whether the defendant is an individual, a government agency, an organization, or a corporation. Make sure that the defendant(s) listed below are identical to those contained in the above caption. For an individual defendant, include the person's job or title (*if known*) and check whether you are bringing this complaint against them in their individual capacity or official capacity, or both. Attach additional pages if needed.

Defendant No. 1

Name	Ken Jeske		
Job or Title (<i>if known</i>)	Oregon DOC Westside Institutional Administrator		
Shield Number			
Employer	Oregon Department of Corrections		
Address	3723 Fairview Industrial Dr. SE Suite 200		
	Salem	Oregon	97302
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Individual capacity Official capacity

Defendant No. 2

Name	Forest Ledbetter		
Job or Title (<i>if known</i>)	Oregon DOC IT Manager		
Shield Number			
Employer	Oregon Department of Corrections		
Address	3723 Fairview Industrial Dr. SE Suite 200		
	Salem	Oregon	97302
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Individual capacity Official capacity

Pro Se 14 (Rev. 12/16) Complaint for Violation of Civil Rights (Prisoner)

Defendant No. 3

Name	N/A		
Job or Title (<i>if known</i>)			
Shield Number			
Employer			
Address			
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
	<input type="checkbox"/> Individual capacity		<input type="checkbox"/> Official capacity

Defendant No. 4

Name	N/A		
Job or Title (<i>if known</i>)			
Shield Number			
Employer			
Address			
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
	<input type="checkbox"/> Individual capacity		<input type="checkbox"/> Official capacity

II. Basis for Jurisdiction

Under 42 U.S.C. § 1983, you may sue state or local officials for the “deprivation of any rights, privileges, or immunities secured by the Constitution and [federal laws].” Under *Bivens v. Six Unknown Named Agents of Federal Bureau of Narcotics*, 403 U.S. 388 (1971), you may sue federal officials for the violation of certain constitutional rights.

A. Are you bringing suit against (*check all that apply*):

Federal officials (a *Bivens* claim)
 State or local officials (a § 1983 claim)

B. Section 1983 allows claims alleging the “deprivation of any rights, privileges, or immunities secured by the Constitution and [federal laws].” 42 U.S.C. § 1983. If you are suing under section 1983, what federal constitutional or statutory right(s) do you claim is/are being violated by state or local officials?

USCA CONST Amend. XIV, §1-Equal Protect

C. Plaintiffs suing under *Bivens* may only recover for the violation of certain constitutional rights. If you are suing under *Bivens*, what constitutional right(s) do you claim is/are being violated by federal officials?

D. Section 1983 allows defendants to be found liable only when they have acted “under color of any statute, ordinance, regulation, custom, or usage, of any State or Territory or the District of Columbia.” 42 U.S.C. § 1983. If you are suing under section 1983, explain how each defendant acted under color of state or local law. If you are suing under *Bivens*, explain how each defendant acted under color of federal law. Attach additional pages if needed.

Jeske and Ledbetter acted under color of state law under the Oregon Department of Corrections (ODOC) in upper management positions. Jeske, as the Westside Institution Administrator for ODOC and Ledbetter as the IT Manager for ODOC. Each of their affective decisions were made under the authorities provided to them in these positions under ODOC.

III. Prisoner Status

Indicate whether you are a prisoner or other confined person as follows (*check all that apply*):

- Pretrial detainee
- Civilly committed detainee
- Immigration detainee
- Convicted and sentenced state prisoner
- Convicted and sentenced federal prisoner
- Other (*explain*) _____

IV. Statement of Claim

State as briefly as possible the facts of your case. Describe how each defendant was personally involved in the alleged wrongful action, along with the dates and locations of all relevant events. You may wish to include further details such as the names of other persons involved in the events giving rise to your claims. Do not cite any cases or statutes. If more than one claim is asserted, number each claim and write a short and plain statement of each claim in a separate paragraph. Attach additional pages if needed.

A. If the events giving rise to your claim arose outside an institution, describe where and when they arose.

N/A

B. If the events giving rise to your claim arose in an institution, describe where and when they arose.

The events giving rise to my claim arose within CCCF, through the Lifeskills department, beginning in room M111 on or about May 16th, 2022, through many different dates when I have tried all the various stages of grievances and discrimination complaints up until April 10th, 2023 when the final step required by the PLRA was denied by the Risk Management department.

C. What date and approximate time did the events giving rise to your claim(s) occur?

Beginning on May 16th, 2022 at around 1:00 p.m. when the original verbal denial of the consoles to the present.

D. What are the facts underlying your claim(s)? (For example: *What happened to you? Who did what? Was anyone else involved? Who else saw what happened?*)

On May 16th, 2022, I and twelve other women were denied possession of our Xbox consoles that we had ordered several weeks earlier through Reboot Salem. Assistant Superintendent, Ms. Christine Popoff, called the thirteen of us to room M111 to tell us that Ken Jeske was not going to let us have them due to them being purchased outside of the approved purchasing process and Forest Ledbetter was also not going to allow us to have them because they can interface with ODOC computers. On August 11th, 2022 we were all forced a refund for our consoles while the men have been allowed to continue to have & play several different entertainment console in their cells and maintain possession.

V. Injuries

If you sustained injuries related to the events alleged above, describe your injuries and state what medical treatment, if any, you required and did or did not receive.

N/A

VI. Relief

State briefly what you want the court to do for you. Make no legal arguments. Do not cite any cases or statutes. If requesting money damages, include the amounts of any actual damages and/or punitive damages claimed for the acts alleged. Explain the basis for these claims.

I would like the court to address the discriminatory actions displayed by Mr. Ken Jeske and Mr. Forest Ledbetter. Also, I would like equal recreational opportunities' to what the similarly situated incarcerated men are afforded at other institutions in Oregon. I would like the inmates at CCCF, which are predominantly women, to be regarded with the same level of importance and respect as the men. I would like the women to be allowed to purchase all of the same gaming consoles and rating or quality of games for a reasonably similar cost to what the men paid for in-cell/bunk use as personal consoles, like the men's facilities have already set precedence to.

Inmates in Oregon with PlayStation 4/5 or Xbox One/One S = 100% MALE

VII. Exhaustion of Administrative Remedies Administrative Procedures

The Prison Litigation Reform Act (“PLRA”), 42 U.S.C. § 1997e(a), requires that “[n]o action shall be brought with respect to prison conditions under section 1983 of this title, or any other Federal law, by a prisoner confined in any jail, prison, or other correctional facility until such administrative remedies as are available are exhausted.”

Administrative remedies are also known as grievance procedures. Your case may be dismissed if you have not exhausted your administrative remedies.

A. Did your claim(s) arise while you were confined in a jail, prison, or other correctional facility?

Yes

No

If yes, name the jail, prison, or other correctional facility where you were confined at the time of the events giving rise to your claim(s).

Coffee Creek Correctional Facility

B. Does the jail, prison, or other correctional facility where your claim(s) arose have a grievance procedure?

Yes

No

Do not know

C. Does the grievance procedure at the jail, prison, or other correctional facility where your claim(s) arose cover some or all of your claims?

Yes

No

Do not know

If yes, which claim(s)?

Discrimination Complaint #CCCF-2022-06-005;
Discrimination Complaint #CCCF-2022-06-016

D. Did you file a grievance in the jail, prison, or other correctional facility where your claim(s) arose concerning the facts relating to this complaint?

Yes

No

If no, did you file a grievance about the events described in this complaint at any other jail, prison, or other correctional facility?

Yes

No

E. If you did file a grievance:

1. Where did you file the grievance?

Coffee Creek Correctional Facility

2. What did you claim in your grievance?

Both Discrimination Complaints addressed the discriminatory acts against myself as a woman not being afforded the same opportunities as the men by allowing me to possess my lawfully purchased Xbox on May 16th, 2022.

3. What was the result, if any?

Accepted, processed & eventually answered, but still denied equality & fairness, after many kypes, grievances, non-responses, & other attempts to communicate & resolve the issue. (See attached)

4. What steps, if any, did you take to appeal that decision? Is the grievance process completed? If not, explain why not. (*Describe all efforts to appeal to the highest level of the grievance process.*)

I filed Discrimination Complaint Appeals for both Discrimination Complaints after they were finally answered with denials of my 14th amendment right to equal protection. Many times, more grievances had to be filed just to get an answer after the allotted time had expired but I eventually was able to get through the entire grievance process with more appeals to the AICCRC in the Office of the Inspector General which was completed on November 18th, 2022. The final step of the Notice of Tort was filed in December, 2022 & acknowledged on 12-9-22, claim number L18363601. (See attached)

F. If you did not file a grievance:

1. If there are any reasons why you did not file a grievance, state them here:

N/A

2. If you did not file a grievance but you did inform officials of your claim, state who you informed, when and how, and their response, if any:

N/A

G. Please set forth any additional information that is relevant to the exhaustion of your administrative remedies.

Exhibit A: Discrimination Complaint #CCCF-2022-06-005, appeals & relevant communication
Exhibit B: Discrimination Complaint #CCCF-2022-06-016, appeals & relevant communication

(Note: You may attach as exhibits to this complaint any documents related to the exhaustion of your administrative remedies.)

VIII. Previous Lawsuits

The “three strikes rule” bars a prisoner from bringing a civil action or an appeal in federal court without paying the filing fee if that prisoner has “on three or more prior occasions, while incarcerated or detained in any facility, brought an action or appeal in a court of the United States that was dismissed on the grounds that it is frivolous, malicious, or fails to state a claim upon which relief may be granted, unless the prisoner is under imminent danger of serious physical injury.” 28 U.S.C. § 1915(g).

To the best of your knowledge, have you had a case dismissed based on this “three strikes rule”?

Yes

No

If yes, state which court dismissed your case, when this occurred, and attach a copy of the order if possible.

N/A

Pro Se 14 (Rev. 12/16) Complaint for Violation of Civil Rights (Prisoner)

A. Have you filed other lawsuits in state or federal court dealing with the same facts involved in this action?

Yes

No

B. If your answer to A is yes, describe each lawsuit by answering questions 1 through 7 below. (*If there is more than one lawsuit, describe the additional lawsuits on another page, using the same format.*)

1. Parties to the previous lawsuit

Plaintiff(s) _____ N/A

Defendant(s) _____

2. Court (*if federal court, name the district; if state court, name the county and State*)

3. Docket or index number

4. Name of Judge assigned to your case

5. Approximate date of filing lawsuit

6. Is the case still pending?

Yes

No

If no, give the approximate date of disposition.

7. What was the result of the case? (*For example: Was the case dismissed? Was judgment entered in your favor? Was the case appealed?*)

C. Have you filed other lawsuits in state or federal court otherwise relating to the conditions of your imprisonment?

Pro Se 14 (Rev. 12/16) Complaint for Violation of Civil Rights (Prisoner)

 Yes No

D. If your answer to C is yes, describe each lawsuit by answering questions 1 through 7 below. (*If there is more than one lawsuit, describe the additional lawsuits on another page, using the same format.*)

1. Parties to the previous lawsuit

Plaintiff(s) N/A

Defendant(s) _____

2. Court (*if federal court, name the district; if state court, name the county and State*)

3. Docket or index number

4. Name of Judge assigned to your case

5. Approximate date of filing lawsuit

6. Is the case still pending?

Yes

No

If no, give the approximate date of disposition

7. What was the result of the case? (*For example: Was the case dismissed? Was judgment entered in your favor? Was the case appealed?*)

IX. Certification and Closing

Under Federal Rule of Civil Procedure 11, by signing below, I certify to the best of my knowledge, information, and belief that this complaint: (1) is not being presented for an improper purpose, such as to harass, cause unnecessary delay, or needlessly increase the cost of litigation; (2) is supported by existing law or by a nonfrivolous argument for extending, modifying, or reversing existing law; (3) the factual contentions have evidentiary support or, if specifically so identified, will likely have evidentiary support after a reasonable opportunity for further investigation or discovery; and (4) the complaint otherwise complies with the requirements of Rule 11.

A. For Parties Without an Attorney

I agree to provide the Clerk's Office with any changes to my address where case-related papers may be served. I understand that my failure to keep a current address on file with the Clerk's Office may result in the dismissal of my case.

Date of signing: _____

Signature of Plaintiff			
Printed Name of Plaintiff	Jacquelyn Novack		
Prison Identification #	16511064		
Prison Address	24499 SW Grahams Ferry Rd.		
	Wilsonville	Oregon	97070
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

B. For Attorneys

Date of signing: _____

Signature of Attorney	N/A		
Printed Name of Attorney			
Bar Number			
Name of Law Firm			
Address			
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Telephone Number			
E-mail Address			



Oregon

Tina Kotek, Governor

April 10, 2023

Department of Administrative Services
Enterprise Goods & Services
Risk Management
PO Box 12009
Salem, OR 97309-0009
Telephone: 503-373-7475
Fax: 503-373-7337

JACQUELYN NOVAK | SID# 16511064
CCCF
24499 SW GRAHAMS FERRY RD
WILSONVILLE OREGON 97070

Claimant: JACQUELYN NOVAK
Claim Number: L18363601
Date of Loss: 11/18/2022
Re: Denial

Dear Jacquelyn Novak,

Risk Management has completed the review of your tort claim allegations.

After considering all available documentation submitted, your claim is respectfully denied.

With this notification of denial, this ends the review process through our office and your claim is closed.

If you choose to pursue this matter through the litigation process, proper service of any litigation filings should be served upon

Oregon Department of Justice
Trial Division
1162 Court Street NE
Salem OR 97310

Respectfully,

Custody Claims Unit



Oregon

Kate Brown, Governor

December 9, 2022

Department of Administrative Services
Enterprise Goods & Services
Risk Management
PO Box 12009
Salem, OR 97309-0009
Telephone: 503-373-7475
Fax: 503-373-7337

JACQUELYN NOVAK | SID #16511064
CCCF
24499 SW GRAHAMS FERRY RD
WILSONVILLE, OREGON 97070

Claim Number: L18363601
Date of Loss: 11/18/2022
Re: Acknowledgement

Dear Jacquelyn Novak,

We have received your notice of claim. It has been referred to this unit for handling.

We are currently conducting a review through Department Of Corrections - Doc. We will contact you when it is completed.

You will not hear from us again until the review is complete.

Respectfully,

Custody Claims Unit

Tort Claim Notice
[ONE OCCURRENCE, PER FORM]Date: 12/4/22

To: OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES
RISK MANAGEMENT
PO BOX 12009
SALEM, OR 97309-0009

FROM: CLAIMANT

Legal Full Name: JACQUELYN KELLY NOVACK
 SID Number: 165110164
 Current Mailing Address: CCCF
24499 SW Grahams Ferry Rd.
Wilsonville, OR
97070
 Date of Birth: 4/25/75
 Social Security Number: 528-69-9112
 Location of Loss: Coffee Creek Correctional Facility
 Date of Loss: Nov. 18, 2022

Pursuant to the provisions of ORS 30.275, claimant gives notice that a claim for damages is or will be asserted against the public body or an officer, employee or agent of the public body. Below is a description of the time, place and circumstances giving rise to the claim.

After many months of exhausting department remedies, my discrimination complaint appeals were denied, DC#CCCF-2022-06-005 & DC#CCCF-2022-06-016. See enclosed copies of grievances, complaints, kytis, proposals, receipts, etc. The first discrimination complaint is against Ken Jeske for claiming I didn't purchase my Xbox within the approved process, when it was approved through CCCF's security, EMT & the ONLY process available to me. The second discrimination complaint is against Forest Ledbetter for claiming the Xbox console can interface with DOC systems but this was NEVER an issue at any of the male facilities, just with the females. Both complaints have been appealed to the ACCRC in an attempt to acquire the special-order Xbox that I lawfully purchased in Feb. 2022. ODOC has deprived me of equal protection as required by the 14th Amendment which states that I will not be discriminated against due to my gender. In denying me the Xbox I purchased, offering the "idea/concept" of a 'Switch',

Tort Claim Notice
[ONE OCCURRENCE, PER FORM]

& not at least the PlayStation 4 (a higher level of quality in video game consoles) ODOC continues to discriminate against me, & lacks justification for the unequal treatment, in my attempt to gain a level of entertainment that is equivalent to what ONLY the male AICs have access to. This unequal treatment of females who are similarly situated to the male AICs is intentional & bears no penological interest. The gender discrimination so blatantly displayed by ODOC begs the court to view this case with heightened scrutiny in consideration for the lack of parity of treatment by prison officials to provide women with substantially equivalent substance to those provided for men. Of all the inmates in Oregon that have access to this higher level of video gaming, such as Xboxes & Playstations, 100% of them are male. There is no rational basis for denying me an equal level of quality & ODOC's practice is not substantially related to the achievement of important governmental objectives, nor does it pertain to legitimate governmental purpose to deny women these options. It is a claimant's responsibility to prove their allegations. Claimant must provide documentation before Risk Management begins an investigation with Dept. of Corrections. Provide any kypes, grievances, property inventory, canteen receipts and incident reports that substantiates your claim.

Document Enclosure(s): YES NO

Claimant Signature: Jacker More

SID: 14511064

Date Signed: 12/1/22

Name and Addresses of Defendants/State Employees

Ken Jeske

3601 State St.

Salem, OR 97301

Forest Ledbetter

3601 State St.

Salem, OR 97301

[SUPERINTENDENT]

Nicole Brown

24499 SW Grahams Ferry Rd.

Wilsonville, OR 97070

After certain date n/a

my address will be _____



Oregon

Kate Brown, Governor

Oregon Department of Corrections

Office of the Inspector General

3601 State St

Salem, OR 97301

Voice: 503-945-0927

Fax: 503-373-1173



November 18, 2022

Jacquelyn Novack SID# 16511064
Coffee Creek Correctional Facility
24499 SW Grahams Ferry Road
Wilsonville, OR 97070

RE: Discrimination Complaint Appeal: CCCF 2022-06-005A

Dear Jacquelyn Novack:

You have requested review of the above referenced Adult in Custody discrimination complaint by the Adult in Custody Complaint Review Committee (AICCRC). This committee hears appeals of discrimination complaints that were first reviewed at the institutional level. I am responding to your appeal of the original finding regarding your complaint. You filed your original complaint with Coffee Creek Correctional Facility on June 1, 2022. Your complaint was received on June 1, 2022 and accepted for investigation on June 10, 2022. After a thorough investigation, Superintendent Brown determined there was no basis for your complaint. Superintendent Brown sent the reasons for her decision to you in writing dated August 29, 2022. You then sent a letter requesting review of the original decision.

On November 3, 2022, the AICCRC heard your appeal and determined the following: Your allegation of discrimination has been carefully reviewed. The committee found there is no new information or reason to overrule or change the original decision.

The department now considers this matter closed.

Sincerely,

Craig Prins

Craig Prins
Inspector General

ACCEPTED

SENT

NOV 22 2022

NOV 22 2022

CCCF GRIEVANCE OFFICE CCCF GRIEVANCE OFFICE

cc: CCCF Superintendent
CCCF Grievance/Discrimination Complaint Coordinator
AICCRC Chair
File



Oregon Department of Corrections (ODOC)
Coffee Creek Correctional Facility
Discrimination Complaint Appeal - Accepted

To: Novack, Jacquelyn
From: Arrington, L

SID #: 16511064
Date: 09/21/2022

Re: Discrimination# CCCF_2022_06_005A

Cell: CCCF:J224B

7/8/22 → 10 wks. = 11/30/22
(November 30)

Your Discrimination Complaint Appeal was accepted and sent for response. You should expect a response within 70 days from the date of this notice. If you do not receive a response within 70 days contact your institutions Discrimination Complaint Coordinator.

If you have any questions regarding your discrimination complaint appeal, please refer to the Department of Corrections Administrative Rule "Discrimination Complaints" tab #006 located in the legal library or kyle your institution Discrimination Complaint Coordinator.



DISCRIMINATION COMPLAINT APPEAL FORM

Name: NOVACK JACQUELYN K Last 16511004 SID# J224B First Initial Cell/Block/Bunk #

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

On August 30, 2022 I received a response denying my Discrimination Complaint against Ken Jeske, Westside Administrator (DC #CCCF-2022-06-005) which I filed on June 01, 2022. This denial was received in a letter from Superintendant Nicole Brown stating that there was insufficient evidence discovered to substantiate my allegations. This conclusion is neither accurate nor true. Of all the AICs in ODOC custody that rent or/own an Xbox for in-cell, personal use, 100% of them are genetically male, housed in men's facilities. Not only did I not receive my Xbox when it was delivered on 5/16/22, that I lawfully purchased in February 2022, using CCCF's approved process. I was unwillingly & forcefully reimbursed on 8/11/22 the \$615.00 that I paid, contrary to my expectation & understanding, per my conversation with C. Popoff. Not only would this type of treatment not happen to

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

I would like the Xbox & games that I purchased last February to be sold, again, to me through our only club, Trust-masters ("how the men do it") like K. Jeske told me I

9/5/22
Date

Aut/17/22
Signature

Receiving Facility (If not processing facility)
Date Stamp

Received at Processing Facility
RECEIVED
SEP 03 2022
CCCF GRIEVANCE OFFICE

Accepted/Denied/RFC
ACCEPTED
SEP 21 2022
CCCF GRIEVANCE OFFICE

Accepted/Denied/RFC
Date Stamp



DISCRIMINATION COMPLAINT APPEAL FORM

Name: NOVACK JAYQUELYN K
Last First Initial

16511064

5724 B

Initial

SID#

Cell/Block/Bunk #

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

the men, it did not & does not happen. The men continue to possess & play their Xboxes in their cells, regardless of any risk to security or purchase process violation but I, a woman, am not afforded the same opportunity. This treatment is clearly discriminatory as it excludes me, a woman, & continues to allow the men to have a higher quality & higher level of entertainment than me, even though we are similarly situated in housing. I have been 'left-out' of the higher quality & level of entertainment based on my assigned sex. The idea ~~is~~ that ODOC Administrators, Ken Jecke & Nicole Brown, didn't consider me, a woman, to be included for the incentive item & activity, Xbox, further exhibits their discriminatory mindset, placing me in a "less-than" or "unworth" category compared to the men.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

ran, per our conversation on or about July 27th, 2022, when Donaldson, D. Cox & S. Womack were present.

9/5/22

Date

Signature

Receiving Facility
(If not processing facility)

Received at Processing Facility

Accepted/Denied/RFC
ACCEPTED
SEP 21 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC



GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFF

TO: Novack, Jacquelyn 16511064
 Name of grievant SID #

FROM: F. Ledbetter CCS Program Manager
 Name of respondent Title

Grievance #: CCCF-202205-053

List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

Kyte has been responded to. "In writing" 6/1/2022

Do not type past this line

6/1/2022

Date:

Page 1 of 1

Signature of Staff Member

Signature of Supervisor (Print/Sign)

Distribution:
 White (Original grievance response form)

<u>Receiving Facility</u> (if not processing facility)	<u>Received at Processing Facility</u>	<u>Sent to AIC</u>
	ACCEPTED	SENT
	JUN 01 2022	JUN 01 2022
Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp



Oregon

Kate Brown, Governor

Oregon Department of Corrections
Coffee Creek Correctional Institution
24499 SW Grahams Ferry Rd.
Wilsonville, OR 97070
Voice: 503-570-6400



September 26, 2022

Jacquelyn Novack, SID #16511064
Coffee Creek Correctional Facility
24499 SW Grahams Ferry Rd.
Wilsonville, OR 97070

Dear Jacquelyn Novack,

This letter is in response to your Discrimination Complaint, CCCF-2022-06-016, in which you allege that you as a female AIC at Coffee Creek Correctional Facility are not being allowed the same access to an X-Box entertainment center as the male AIC's are at male facilities. Ms. L. Arrington, Diversity Coordinator, was assigned the coordination of this investigation.

Please see the attached statement from Mr. K. Jeske regarding your claim.

At the conclusion of the investigation, there was insufficient evidence discovered to substantiate your allegations. Thank you for addressing your concerns appropriately. It is the Department's expectation that its employees, volunteers, and contractors maintain the highest level of professional and respectful standards.

You are entitled to further review of your discrimination complaint by the Adult in Custody Complaint Review Committee (AICCRC). The AICCRC is not under the control of any institution. To get a second review of your complaint you should:

- Send a completed discrimination complaint appeal form and all prior documentation to your Institution Discrimination Complaint Coordinator in accordance with OAR 291-006-0070.
- Please note that the scope of the original complaint cannot be expanded. No additional information may be submitted unless it was unavailable to you at the time the original discrimination complaint was filed, and the information is directly related to the alleged initial complaint.

Your accepted appeal, with attachments, will be sent to the AICCRC for review. You should receive a response from the Inspector General within 70 days.

Sincerely,

A handwritten signature in black ink, appearing to read "Nichole R. Brown".

Nichole Brown
Superintendent

Jacquelyn Novack, SID #16511064
Discrimination Complaint, CCCF-2022-06-016
September 26, 2022
Page 2 of 2

cc: Office of the Director
Institutions Administrator

Office of the Inspector General
Institution Discrimination Complaint Coordinator

ACCEPTED

SENT

SEP 26 2022

SEP 26 2022

CCCF GRIEVANCE OFFICE

CCCF GRIEVANCE OFFICE



GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFF

Grievance # CCCF-2022-09-043

TO: Jacquelyn Novack 16511064
 Name of grievant SID #

FROM: L. Arrington Diversity Coordinator
 Name of respondent Title

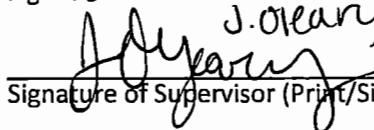
List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

In your grievance you claim that as of 9/22/2022 Discrimination Complaint CCCF-2022-06-016 had not been responded to thus hindering your due process. A response was received for this Discrimination Complaint on 9/26/2022 and forwarded to you on the same date. The response was received late but has not affected your due process.

Do not type past this line

Date: 10/13/22

Page 1 of 1


 Signature of Staff Member J. O'Leary

 Signature of Supervisor (Print/Sign) J. O'Leary

Receiving Facility (if not processing facility)	Received at Processing Facility ACCEPTED	Sent to AIC SENT
	OCT 03 2022	OCT 03 2022
CCCF GRIEVANCE OFFICE		CCCF GRIEVANCE OFFICE
Date Stamp	Date Stamp	Date Stamp

 Distribution:
 White (Original grievance response form)



Oregon

Kate Brown, Governor

Oregon Department of Corrections
Coffee Creek Correctional Institution
24499 SW Grahams Ferry Rd.
Wilsonville, OR 97070
Voice: 503-570-6400

August 29, 2022



Jacquelyn Novack, SID #16511064
Coffee Creek Correctional Facility
24499 SW Grahams Ferry Rd.
Wilsonville, OR 97070

Dear Jacquelyn Novack,

This letter is in response to your Discrimination Complaint, CCCF-2022-06-006, in which you allege that you as a female and living in a female correctional facility are not being afforded the same privileges as male AIC's are in male institutions. You claim that they have access to personal X-box's and you do not. Ms. L. Arrington, Diversity Coordinator, was assigned the coordination of this investigation.

Ms. L. Arrington spoke with Mr. K. Jeske, West Side Administrator regarding your claim. Attached to this letter is the response Mr. K. Jeske provided.

At the conclusion of the investigation, there was insufficient evidence discovered to substantiate your allegations. Thank you for addressing your concerns appropriately. It is the Department's expectation that its employees, volunteers, and contractors maintain the highest level of professional and respectful standards.

You are entitled to further review of your discrimination complaint by the Adult in Custody Complaint Review Committee (AICCRC). The AICCRC is not under the control of any institution. To get a second review of your complaint you should:

- Send a completed discrimination complaint appeal form and all prior documentation to your Institution Discrimination Complaint Coordinator in accordance with OAR 291-006-0070.
- Please note that the scope of the original complaint cannot be expanded. No additional information may be submitted unless it was unavailable to you at the time the original discrimination complaint was filed, and the information is directly related to the alleged initial complaint.

Your accepted appeal, with attachments, will be sent to the AICCRC for review. You should receive a response from the Inspector General within 70 days.

Sincerely,

Nichole Brown
Superintendent

Jacquelyn Novack, SID #16511064
Discrimination Complaint, CCCF-2022-06-006
August 29, 2022
Page 2 of 2

cc: Office of the Director
Institutions Administrator

Office of the Inspector General
Institution Discrimination Complaint Coordinator

ACCEPTED

AUG 30 2022

CCCF GRIEVANCE OFFICE

SENT

AUG 30 2022

CCCF GRIEVANCE OFFICE



Oregon Department of Corrections (ODOC)

Coffee Creek Correctional Facility

Grievance - Accepted

To: Novack, Jacquelyn
From: Arrington, L

SID #: 16511064
Date: 10/03/2022

Cell: CCCF:J226B

Re: Non-Medical# CCCF_2022_09_043

Your grievance was accepted and sent for a response. You should expect a response within 35 days from the date of this notice. If you do not receive a response within 35 days contact your institutions Grievance Coordinator.

If you have any questions regarding your grievance, please refer to the Department of Corrections Administrative Rule "Grievance Review System" tab #109 located in the legal library or contact your institution Grievance/Discrimination Complaint Coordinator.

Leadbetter



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Superintendent Brown

Date: ~~3/1/21~~ 3/2/21

State your issue in detail: I'm just wondering if you received the Kyte & proposal I sent to you one week ago. I was hoping to hear back from you last work week but still hope to get a response next week (3/1-3/5) that you have at least received what I sent & is being reviewed - with a goal date set for resolution regarding my & Sasha Womack's game console proposal.

Please respond, if only to confirm that you received what was sent as mentioned above. Thank you!!

Sincerely,

AIC Committed Name (first middle last)

SID#

Housing Unit

JACQUELYN KELLY NOVACK

105110104

J207 B

Response/Action Taken:

09 2021

Date Received:

Superintendent's Office

Referred To*:

Date Answered: ~~3/1/21~~

CCCF 3/1/21

Signature of Staff Member:

*If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM TO

INSTITUTION: CCCF
AIC NAME: JK NOVACK
SID #: 16511064
UNIT/BUNK: J207 B
ADDRESS: _____

TO FROM

NAME: Superintendent Brown
TITLE: _____
ADDRESS: _____

(Fold Here)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Ms. L. Arrington Date: 8/27/22

State your issue in detail: Does a response from staff in regard to a DC or grievance need to be in writing? Such as, CD117B Grievance Response Form? Or, does an action of any kind related to the situation constitute a response? More directly, is the reimbursement of my Xbox considered to be a response to my DC? Should I consider my DC with Jeske exhausted since I did not receive a written response in 70 days? Or, is the lack of a written response an implied denial of my request & therefore require an Appeal? I don't know if the correction to my DC Appeal is accurate or necessary, nor have I received notice of further investigation. Nothing I can find in 291-056 is explicit in answering some important questions that I have. Can you help me?

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JALQUELYN NOVACK</u>	<u>16511064</u>	<u>J224B</u>

Response/Action Taken: _____

RECEIVED

AUG 29 2022

Date Received: _____ Referred To*: _____

CCCF GRIEVANCE OFFICE

Date Answered: _____ Signature of Staff Member: _____

If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM

INSTITUTION:

CCCF

AIC NAME:

JK NOVACK

SID #:

16511064

UNIT/BUNK:

J224B

ADDRESS:

TO

NAME:

L. Arrington

TITLE:

ADDRESS:

(Fold Here)

MAIL BOX



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Ms. L. Arrington

Date: 5/29/23

State your issue in detail: When staff don't respond to a Grievance or Discrimination Complaint using the standard "Grievance/DC Response Form", how is the Grievance/DC 'closed-out'? If we're allowed 4 Grievances/DC at a time & 3 of them are never responded to, but the 35/70 days have passed, plus the 14 days to grieve the non-respons, ... how do I/we (AICs) 'close' Grievances/DC that are ignored or have not been responded to using the corresponding "Grievance/DC Response Form" (via Lyte or verbal)? Is there a specific procedure appropriate for addressing these issues? The 291-006 rules don't answer these questions.

Thank you,

AIC Committed Name (first middle last)

JACQUELYN NOVACK

SID#

16511004

Housing Unit

J2Z4B

Response/Action Taken:

RECEIVED

Date Received: AUG 30 2022

Referred To*:

Date Answered: 8/30/23
If forwarded, please notify the AIC

Signature of Staff Member:

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM

INSTITUTION:

CCCF

AIC NAME:

JK NOVACK

SID #:

1651064

UNIT/BUNK:

J 224 B

ADDRESS:

TO

Ms. L. Arnington

Grievance Coordinator

ADDRESS:

(Fold Here)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Arrington Date: 8/31/22

State your issue in detail: I'm submitting this grievance 20 days after the date of the incident & humbly ask that you accept it even though it's over the 14 day time frame. I was rather baffled & not sure how to respond to the action I'm grieving. I didn't know if I could grieve a department or if it had to be a specific person - I couldn't/didn't know who issued the refund.

Sincerely,

Jacquelyn

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JACQUELYN NOVACK</u>	<u>165110C4</u>	<u>J224B</u>

Response/Action Taken: _____

RECEIVED

Date Received: SEP 01 2022 Referred To*: _____

Date Answered: CCCF GRIEVANCE OFFICE Signature of Staff Member: _____

If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM TO

INSTITUTION: CCCF

AIC NAME: JK NOVACK

SID #: 16511064

UNIT/BUNK: 5224B

ADDRESS: _____

Plam
TO

NAME: Ms. L. Arrington

TITLE: _____

ADDRESS: _____

(Fold Here)

ORI-502

10/13/23

2023 RELEASE UNDER E.O. 14176



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: ArringtonDate: 9/1/22

State your issue in detail: In the letter of response, dated Aug. 29th, 2022 from Nickle Brown in regard to the DC (# CCCF - 2022-06-006), the 2nd paragraph states: "...Attached to this letter is the response Mr. K. Jiske provided."

This response, however, was not provided as the 2nd paragraph states.

Could I please get that?

Thank you,

grnd

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JACQUELYN NOVACK</u>	<u>16511064</u>	<u>J224B</u>

Response/Action Taken: _____

my APPOLOGIES. SEE ATTACHED

RECEIVED

SEP 05 2022

Date Received: _____ Referred To*: _____

CCCF CIVIL/Finance OFFICE

Date Answered: 9/5/22 Signature of Staff Member: D. L.

If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM *TO*

INSTITUTION: CCCF
AIC NAME: JK NOVACK
SID #: 16511064
UNIT/BUNK: J 224B
ADDRESS: _____

TO *RCM*

NAME: Arrington
TITLE: _____
ADDRESS: _____

(Fold Here)

Communication Form - Oregon Department of Corrections



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Chad NogelDate: 9/21/21

State your issue in detail: I have sent several kypes about getting a response from Nicole Brown, Jost, someone anyone, regarding a proposal for xBox game console purchasing. Jost said to do this through a club. What club? We (Womack) ~~submited~~ submitted a proposal for Lifer's Club which was signed by Emily Brault as a supporting facilitator on 6/21/21. No response. The xBox proposal was submitted over a year ago; on Aug 25, 2020. Now there is an AIC from OSP here who has been allowed to keep their game console. Non-Discriminating, equality & fairness is our goal.

Will you please review the proposals mentioned & provide me or Womack with a response so we may proceed as necessary?

Thank you,

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JACQUELYN K NOVACK</u>	<u>16511064</u>	<u>J224B</u>

Response/Action Taken:

Hello, I have not seen this proposal. Since a game console was approved to transfer in, then out of turned your proposal should be reviewed again

Please submit me proposal again

Date Received: 10/4/21 Referred To*: _____

Date Answered: 10/4/21 Signature of Staff Member: C. Nogel

If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM

INSTITUTION: CCCF

AIC NAME: JX NOVACK

SID #: 16511064

UNIT/BUNK: J22HB

ADDRESS:

NAME:

TITLE:

ADDRESS:

TO Fm

Chad Novak

Asst. Superintendent

(Fold Here)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Grievance Coordinator Date: 10/6/21

State your issue in detail:

Please disregard the grievance I sent on 9/28 - the issue has been resolved, by Novak.

Thank you.

Novak

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JACQUELYN K NOVAK</u>	<u>14511064</u>	<u>J224^B</u>

Response/Action Taken:

YOU RECEIVED A RESPONSE 10/6/21
I CANNOT RETRACT IT.

RECEIVED

Date Received: Oct 6/21 Referred To*: _____

Date Answered: 10/6/21 Signature of Staff Member: S. Novak
*If forwarded, please notify the AIC OFFICE

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM

INSTITUTION: CCCF
AIC NAME: JK NOVACK
SID #: 10511064
UNIT/BUNK: 5224B
ADDRESS:

TO

NAME: Grievance Coordinator
TITLE:
ADDRESS:

(Fold Here)

*RECEIVED
RECORDED
IN THE MAIL ROOM
10/13/2023*



OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

TO: B. Ledbetter Date: 5/17/22

State your issue in detail: Since the men at OSP who are under investigation still have their Xbox, Play Station & Sega Genesis consols, can the women at Coffee Creek (who are NOT under investigation) have their Xboxes that arrived here at CCCF on 5/16/22? Please don't hold our property from us as a punishment for what others have done. Additionally, OSCI still has their Xboxes, for use in cell.

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JACQUELYN KELLY NOVACK</u>	<u>16511064</u>	<u>J224B</u>

Response/Action Taken: _____

All equipment deployment is on hold until a determination is made

Date Received: 5-18-2022 Referred To*: _____

Date Answered: 6-1-2022 Signature of Staff Member: YF L

*If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

FROM

INSTITUTION:	CCCF
AIC NAME:	JK NOVACK
SID #:	110511064
UNIT/BUNK:	J224B
ADDRESS:	

✓TO

NAME: _____

TITLE:

ADDRESS:

(Fold Here)



GRIEVANCE FORM

Name: NOVACK JACQUELYN K SID# 110571064 JZ24B
Last First Initial SID# Cell/Block/Bunk #

Whom are you grieving: Forest Ledbetter

Please provide the date/time of incident giving rise to grievance: 9/22/22

List in detail all the reasons for your grievance. (What is the problem? When did it happen – date/time/place?) Attach copies of any documents or any material(s), which support your grievance, including the names of any persons you think should be questioned.

I filed a discrimination complaint against Forest Ledbetter at the end of May, 2022 that was accepted on 6/30/22, DC# CCCF-2022-06-016. F. Ledbetter has not responded to this & the allotted 70 day timeframe has passed. By not responding to my discrimination complaint he is hindering my ~~due~~ right to "due process".

Describe what action you want taken to resolve the grievance. (How can the problem be solved?)

I want F. Ledbetter to respond to my discrimination complaints & grievances in a timely manner, using the appropriate response forms & not hinder my due process.

9/22/22

Date

Signature

<u>Receiving Facility</u> (If not processing facility)	<u>Received at Processing Facility</u>	<u>Accepted/Denied/RFC</u>	<u>Accepted/Denied/RFC</u>
	RECEIVED SEP 23 2022		
Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	Date Stamp	Date Stamp



GRIEVANCE FORM

Name: NOVACK JACQUELYN K
 Last First Initial K

16511004

J224B

SID#

Cell/Block/Bunk #

Whom are you grieving: B. LedbetterPlease provide the date/time of incident giving rise to grievance: 5/17/22

List in detail all the reasons for your grievance. (What is the problem? When did it happen – date/time/place?) Attach copies of any documents or any material(s), which support your grievance, including the names of any persons you think should be questioned.

On 5/17/22, I sent B. Ledbetter a Kyte asking him, "since the men at OSP who are under investigation still have their xbox, PlayStation & Sega Genesis consoles, can the women at Coffee Creek (who are not under investigation) have their xboxes? that arrived at CCCF on 5/16/22" Also stating, "Please don't hold our property from us as punishment for what others have done... the men at OSCI still have their xboxes also."

B. Ledbetter is treating me unprofessionally by not answering my Kyte in a timely manner.

Describe what action you want taken to resolve the grievance. (How can the problem be solved?)

I want B. Ledbetter to respond to my kyte, in writing.

5/24/22

Date

Signature

Receiving Facility
(If not processing facility)

Date Stamp

Received at Processing Facility

• RECEIVED
MAY 31 2022

CCCF GRIEVANCE OFFICE

Date Stamp

Accepted/Denied/RFC

ACCEPTED
JUN 01 2022

CCCF GRIEVANCE OFFICE

Date Stamp

Accepted/Denied/RFC

Date Stamp



OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

TO: K. JeskeDate: 5/17/22

State your issue in detail: Since the men at OSP who are under investigation still have their Xbox, PlayStation & Sega Genesis consols, can the women at Coffee Creek (who are NOT under investigation) have their Xboxes that arrived here at CCCF on 5/16/22? Please don't hold our property from us as a punishment for what others have done. Additionally, the men at OSCI still have their Xboxes also.

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JACQUELYN KELLY NOVACK</u>	<u>K0511064</u>	<u>J224B</u>

Response/Action Taken:

Good morning and thank you for this note. I have learned the X-boxes were purchased and processed outside of the approved process. I know this is frustrating for you all and the X-Box will be a great thing to have in the facility. We are working to finalize what systems will be allowed into the facility and under what circumstances. Sorry it is a slow process and know we are finalizing a state wide process soon.

Date Received: 5-20-22

Referred To*:

Date Answered: 5-19-22

Signature of Staff Member:

*If forwarded, please notify the AIC

CD 214 (02/2020)

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

INSTITUTION:

AIC NAME:

SID #:

UNIT/BUNK:

ADDRESS:



Novack, Jacqueline

CCCF

16511064

J224B

Oregon Department of Corrections

J224B

NAME:

TITLE:

ADDRESS:

TO

K. Jeske

(Fold Here)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Ken Jeske

Date: 5/25/22

State your issue in detail: I don't understand how we have purchased the xboxes "outside of the approved process" when "the state wide process is still being finalized"

There is only one cause for my frustration & that is "while you are working to finalize what systems will be allowed into the facility & under what circumstances" the men at OSP & OSCI are still playing their xbox consoles in their cells, & I, a woman, have not been extended the same equal opportunity!

My xbox has been in this facility for nine (9) days & I have not received it, yet. So, my question is this: "Since the men at OSP & OSCI have been allowed to keep & play their xboxes in their cells, can I have my xbox?"
Yes or No?

AIC Committed Name (first middle last)

SID#

Housing Unit

JACQUELYN KELLY NOVACK

16571064

J224B

Response/Action Taken: No you may not. Please refer to Mrs. Popoff for any updates.

Please feel free to use any of the processes available to you if you feel your rights are being violated

Date Received: 6-24-22

Referred To*:

Date Answered: 6-27-22

Signature of Staff Member:

*If forwarded, please notify the AIC

Ken Jeske



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: C. PopoffDate: 6/29/22State your issue in detail: Thank you for meeting with us today.

This is a follow-up reminder to post our question: "Is there a plexi-glass/clear lock box made to use for the Xbox One S console?"

You can also (Google this) to see what I'm talking about & forward what you find to Forest Ledbetter.

There is a solution to this problem..

B-L-L-I-E 7/5

Please respond

AIC Committed Name (first middle last)

JACQUELYN NOVACK

SID#

16511064

Housing Unit

J224BResponse/Action Taken: ms. Novack:

Please use own key... I am always trying!

Date Received: _____ Referred To*: _____

Date Answered: 7.8.22

*If forwarded, please notify the AIC

Signature of Staff Member:

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

~~FROM~~ ~~TO~~

INSTITUTION: CCCF
AIC NAME: JK NOVACK
SID #: 16511064
UNIT/BUNK: J2Z4B
ADDRESS: _____

~~to~~ *From*

NAME: C. Popoff
TITLE: Clear X box Box
ADDRESS: CRU

(Fold Here)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: K. Jeske Date: 7/2/22

State your issue in detail: On 6/29/22, C Popoff met with me & informed me that the issue about the Xboxes being purchased outside of the approved process isn't just the way we did it here, at CCCF, but ALL of them, statewide.

Is this correct?

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JK NOVACK</u>	<u>16571064</u>	<u>0224B</u>

Response/Action Taken: Not all of them but a large number of them.

Date Received: 7-27-22 Referred To*: _____

Date Answered: 7-28-22 Signature of Staff Member: Ken Jeske
 *If forwarded, please notify the AIC



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: F. Ledbetter Date: 7/2/22

State your issue in detail: On 7/1/22, B. Jimenez (±/or Husband) sent C. Popoff an email with the product information for a clear, plexi-glass lockbox for the Xbox One S console. This product is designed with the purpose of security in mind & even though you haven't required any other AIC with an Xbox (which happen to ALL be male) to use or implement this security measure, it would more than suffice for any of your security concerns that we could tamper with the innards of the console. I'm sure there are several to choose from but this is just one, on Amazon for \$80, that C. Popoff said shed pay for.

* If this works for you,
Can I have my console, please?

AIC Committed Name (first middle last)	SID#	Housing Unit
<u>JACQUELYN NOVACK</u>	<u>16571064</u>	<u>J224B</u>

Response/Action Taken: _____

All distribution is on hold while the device is under review

Date Received: 7-7-2022 Referred To*: _____

Date Answered: 7-7-2022 Signature of Staff Member: L. F.
If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

~~RECEIVED~~ **TO**

INSTITUTION: CCCF
AIC NAME: JK NOVACK
SID #: 16511064
UNIT/BUNK: J 224 B
ADDRESS: _____

~~RECEIVED~~ **From**

NAME: F. Hedbetter
TITLE: Xbox LOCKBOX
ADDRESS: _____

(Fold Here)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: F. LedbetterDate: 7/2/22

State your issue in detail: On 10/29/22 C. Popoff met with me & informed me that I'm not allowed to receive my Xbox console & games that I purchased in February 2022 with a signed 'Terms of use' contract, delivered 5/16/22 & is sitting in the Lifeskills closet. I understand that this hold is due to the "what if" idea that I could use my Xbox (or its parts) to interface with, or "talk" to, the DOC computer systems.

Is this correct?

AIC Committed Name (first middle last)

SID#

Housing Unit

JACQUELYN NOVACK16511064J224B

Response/Action Taken:

I will not discuss the details of the security review.

All distribution of services are on hold while it is being reviewed

Date Received: 7-7-2022

Referred To*: _____

Date Answered: 7-7-2022Signature of Staff Member: F. f

If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

~~FROM~~ TO

INSTITUTION: CCCF
AIC NAME: JK NOVACK
SID #: 16511064
UNIT/BUNK: J224B
ADDRESS: _____

From

~~TO~~
NAME: F. Ledbetter
TITLE: Xbox hold
ADDRESS: _____

(Fold Here)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: C. Popoff Date: 7/2/22

State your issue in detail: On 7/1/22, B. Timmer sent you an email with product information for clear, plexi-glass lockboxes for the Xbox One S console through Amazon for \$80

Will you please check it out & order them (like you offered) if this is sufficient for Ledbetter's security concerns to be addressed?

Thank you,

Onward
JK

AIC Committed Name (first middle last)	SID#	Housing Unit
JK Novack	16511044	J22413

Response/Action Taken: ms. Novack -

She did & send the request forward. The initial answer is no & I am trying other avenues for review & consideration. I will let you know when I have an answer, after exhausting all avenues... advocacy sometimes takes a minute.

Date Received: _____ Referred To*: _____

Date Answered: 7-8-22 Signature of Staff Member: JK Novack
If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

~~FROM~~

10

INSTITUTION: CCCF
AIC NAME: JK NOVACK
SID #: 16511064
UNIT/BUNK: J224B
ADDRESS: _____

NAME:
TITLE:
ADDRESS:

~~to~~ From
C. Popoff
Xbox Lockbox
Amazon #80

(Fold Here)

GRIEVANCE FORM

Name: Novack Jacqueline

Last

First

Initial

K 165104

SID#

J224B

Cell/Block/Bunk #

Whom are you grieving: C. NauglePlease provide the date/time of incident giving rise to grievance: 9/21/21

List in detail all the reasons for your grievance. (What is the problem? When did it happen – date/time/place?) Attach copies of any documents or any material(s), which support your grievance, including the names of any persons you think should be questioned.

On 9/21/21, I sent C Naugle a Kyte (see attached copy of Kyte) asking him about the status of a proposal to allow NCI level 3 AICs to purchase a facility specific gaming console & a proposal to create a Lifer's Club at Coffee Creek.

In failing to respond to my Kyte in a timely manner, C. Naugle is behaving unprofessionally towards me.

Describe what action you want taken to resolve the grievance. (How can the problem be solved?)

I want C. Naugle to respond to my Kyte.

9/28/21

Date

Jackson

Signature

Receiving Facility
(If not processing facility)

Date Stamp

Received at Processing Facility

RECEIVED

OCT 04 2021

CCCF GRIEVANCE OFFICE

Date Stamp

Accepted/Denied/RFC

ACCEPTED

OCT 06 2021

CCCF GRIEVANCE OFFICE

Date Stamp

Accepted/Denied/RFC

Date Stamp



GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFF

Grievance #: CCCF-2021-10-016

TO: Jacquelyn Novack 16511064
 Name of grievant SID #

FROM: Chad-Naugle Assistant Superintendent of
 Name of respondent Title

List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

Hello. I just received your kytic last week. I responded to it on 10/5/21 and came and met with you on J unit the same day. I am in meetings all day and do my best to respond to kytic within two days of receiving them.

As for the proposal, I presented it at EMT on 10/5/21, and noone had seen the proposal that was submitted back on 8/25/20 to Mr. Sheppard. I'm being told that the Superintendent has a copy, but has not acted on it due to COVID emergency, staffing crisis and waiting to have a full time Assistant Superintendent of Security in place to respond to this request. I just promoted to this position on 9/1/21.

As for our discussion on 10/5/21, I told you I would bring this to EMT for further discussion and that I would follow up with you by 10/15/21. I am aware of the proposal and I told you I would look into this request. Please give me a chance to work on it.

Looking forward to working on this proposal and hope that I can come up with a solution to ensure equality/fairness since other male institutions allow for this to be purchased.

Do not type past this line

10/6/21

Date:

Page 1 of 1



Signature of Supervisor (Print/Sign)



Distribution:

White (Original grievance response form)

Receiving Facility (if not processing facility)	Received at Processing Facility ACCEPTED OCT 08 2021	Sent to AIC SENT OCT 08 2021
Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp

CD117B (10/19)



GRIEVANCE FORM

Name: NOVACK JACQUELYN K

Last

First

Initial

10511004

SID#

J224B

Cell/Block/Bunk #

Whom are you grieving: B. Ledbetter

Please provide the date/time of incident giving rise to grievance: 5/17/22

List in detail all the reasons for your grievance. (What is the problem? When did it happen – date/time/place?) Attach copies of any documents or any material(s), which support your grievance, including the names of any persons you think should be questioned.

On 5/17/22, I sent B. Ledbetter a Kyte asking him, "since the men at OSP who are under investigation still have their xbox, PlayStation & Sega Genesis consoles, can the women at Coffee Creek (who are not under investigation) have their xboxes? that arrived at CCCF on 5/16/22" Also stating, "Please don't hold our property from us as punishment for what others have done.. the men at OSCI still have their xboxes also."

B. Ledbetter is treating me unprofessionally by not answering my Kyte in a timely manner.

Describe what action you want taken to resolve the grievance. (How can the problem be solved?)

I want B. Ledbetter to respond to my Kyte, in writing.

5/24/22

Date

Signature

Jaclyn Novak

Receiving Facility (If not processing facility)
Date Stamp

Received at Processing Facility
RECEIVED
MAY 31 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
ACCEPTED
JUN 01 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Date Stamp

Forest Ledbetter

"Everybody is outside the process"

Divorce
National
Central
Commission
Billions
Secure
boxes
6/29/1922
Follow up on
plexi glass
for glass
console
office

Geol. S.



GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFF

Grievance #: CCCF-202205-053

TO: Novack, Jacquelyn 16511064
 Name of grievant SID #

FROM: F. Ledbetter CCS Program Manager
 Name of respondent Title

List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

Kyte has been responded to. "In writing" 6/1/2022

Do not type past this line

6/1/2022

Page 1 of 1

Date:

Signature of Staff Member

Signature of Supervisor (Print/Sign)

Receiving Facility (if not processing facility)	Received at Processing Facility ACCEPTED JUN 01 2022	Sent to AIC SENT JUN 01 2022
Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp

Distribution:
White (Original grievance response form)



DISCRIMINATION COMPLAINT FORM

Name: NOVACK JACQUELYN K
 Last First Initial

16511064
 SID#

J2243
 Cell/Block/Bunk #

Please provide the date, time, and location of incident giving rise to your complaint: May 20, 2022, J Unit

Person(s) Involved: K. Jeske

Witnesses: myself K. Jeske

Describe your complaint in detail, including a description of the time, place, and location of the incident or issue your complaint concerns. Include copies of any relevant documents or materials that support your complaint, along with the names of any persons you think should be questioned.

On May 20th, 2022, I received a response from K. Jeske regarding my request to receive my Xbox console that was delivered to CCCF on May 16th, 2022 (see attached AIC Communication Form). I used the approved process and procedure that was available to me at CCCF the same way the men at OSP used the approved process and procedure that was available to them. K. Jeske has allowed the men at OSP to keep and continue to play their Xbox consoles in their cells even while under investigation for allegedly utilizing these same Xbox consoles to engage in unauthorized/illicit activity and during the time that an approved state-wide process is in the process of being finalized, whereas he has not allowed me,

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

6/1/20

Date

6/1/20

Signature

Receiving Facility (if not processing facility)
RECEIVED
JUN 08 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Received at Processing Facility
RECEIVED
JUN 01 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Returned For Correction
JUN 03 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
ACCEPTED
JUN 10 2022
CCCF GRIEVANCE OFFICE
Date Stamp



DISCRIMINATION COMPLAINT FORM

Name: NOVACK JACQUELYN K

Last

First

Initial

16511064J224B

SID#

Cell/Block/Bunk #

Please provide the date, time, and location of incident giving rise to your complaint: May 20, 2022/J unitPerson(s) Involved: K. JeskeWitnesses: myself, K. Jeske

Describe your complaint in detail, including a description of the time, place, and location of the incident or issue your complaint concerns. Include copies of any relevant documents or materials that support your complaint, along with the names of any persons you think should be questioned.

a woman, housed in a completely separate facility and NOT currently under investigation to be afforded the same equal opportunity. In this respect, K. Jeske has clearly demonstrated that he is more partial to men than he is to women, and I feel his actions are, and continue to be, discriminating towards my assigned sex.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

I would like to receive my Xbox console that was lawfully purchased in the month of February 2022 and delivered to CCCF on May 16th, 2022.

6/1/22

Signature

Date

Receiving Facility (If not processing facility)
RECEIVED
JUN 08 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Received at Processing Facility
RECEIVED
JUN 01 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Returned For Correction
JUN 03 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
ACCEPTED
JUN 10 2022
CCCF GRIEVANCE OFFICE
Date Stamp



DISCRIMINATION COMPLAINT APPEAL FORM

Name: NOVACK JACQUELYN K
Last First Initial KSID# 16511064Cell/Block/Bunk # J224B

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

I filed a Discrimination Complaint against Ken Jeske on 5/20/22 (DC# CCCF-2022-06-005, see attached) that was accepted on 10/10/22 & 70+ days later I have not received a response.

The only actionable response to speak of was that the money that I paid for my Xbox console, its wifi removal, profile download & games was unwillingly reimbursed to me on 8/11/22.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

I would like the Xbox & games that I purchased last February to be sold to me through Toastmasters like K. Jeske told me I can, per our conversation on or about 7/27/22, with Cox & Womack.

8/21/22
Date

Jacquelyn K
Signature

Receiving Facility (if not processing facility)
Date Stamp

Received at Processing Facility
RECEIVED
AUG 22 2022
CCCF GRIEVANCE OFFICE

Accepted/Denied/RFC
Returned For Correction
AUG 25 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Date Stamp



DISCRIMINATION COMPLAINT APPEAL FORM

Name: NOVACK JACQUELYN K SID# 110571064 Cell/Block/Bunk # J22-4B
Last First Initial

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

I filed a Discrimination Complaint against Ken Jeske on 5/30/22 (DC# CCCF-2022-06-005, see attached), it was accepted on 6/10/22. My desire was to receive the Xbox that I purchased in February 2022 but have still not yet received it. His response was to reimburse me on 8/11/22 for the \$615.00 that I paid for the console, its WiFi chip removal, profile download & six games. A statewide purchase process has yet to be finalized & therefore could be finalized to include the process & procedure that is available to me at CCCF. K. Jeske continues to allow the men to keep & play their Xboxes, whereas he has denied me, a woman, to be afforded the equal opportunity. K. Jeske continues to demonstrate that he is more partial to men than women & his actions are discriminating towards my assigned sex.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

I would like the Xbox & games that I purchased last February to be sold to me through Toastmaster's like K. Jeske said I can, per our conversation on or about July 27th, 2022 with D. Cox. & S. Womack.

8/27/22
Date

Jackie Novack
Signature

Receiving Facility (If not processing facility)	Received at Processing Facility RECEIVED AUG 29 2022 CCCF GRIEVANCE OFFICE Date Stamp	RETURNED/UNPROCESSED Accepted/Denied/RFC AUG 31 2021 CCCF GRIEVANCE OFFICE Date Stamp	Accepted/Denied/RFC Date Stamp
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GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFF

Grievance #: CCCF 202206005

TO: Novack, JacQUELYN 16511064

Name of grievant	SID #
FROM: Ken Jeske	Institutions Administrator
Name of respondent	Title

List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

This is in response to your Grievance and your feeling like you are being discriminated against as a female because men are currently allowed to purchase, or rent, X-Box gaming consoles when women are not.

As previously explained, the X-Box system you purchased, and have been reimbursed for, was not authorized through the appropriate security and purchasing policies and did not get approved through IT to ensure connectivity security standards. When I learned of this issue, all new purchases of gaming consoles were ceased until we could become compliant with our policies. This work is underway. We have received and approved a secure gaming system from the vendor, have identified a proposed list of games, and are finalizing an affordable price for these modified consoles.

We are finalizing the new AIC purchase program so every AIC will have the opportunity to own their own system and do so within DOC policies. Once this new program is drafted, it will go through the state wide Institution Security Managers (ISM) for consideration and approval. I appreciate your patience as we work though this complicated issue.

Do not type past this line

8-22-22

Page 1 of 1

Date:

Ken Jeske

Digitally signed by Ken Jeske
Date: 2022.08.22 12:18:51
-07'00'

Signature of Staff Member

Receiving Facility (if not processing facility)	Received at Processing Facility ACCEPTED AUG 23 2022	Sent to AIC
Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	Date Stamp

Signature of Supervisor (Print/Sign)

Distribution:
White (Original grievance response form)



DISCRIMINATION COMPLAINT APPEAL FORM

Name: NOVACK JACQUELYN K
Last First Initial

16511.064

J22415

SID#

Cell/Block/Bunk #

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

On August 30, 2022 I received a response denying my Discrimination Complaint against Ken Jeske, Westside Administrator (DC # CCCF-2022-06-005) which I filed on June 01, 2022. This denial was received in a letter from Superintendent Nicole Brown stating that there was insufficient evidence discovered to substantiate my allegations. This conclusion is neither accurate nor true. Of all the AICs in ODOC custody that rent or/own an Xbox for in-cell, personal use, 100% of them are genetically male, housed in men's facilities. Not only did I not receive my Xbox when it was delivered on 5/16/22, that I lawfully purchased in February 2022, using CCCF's approved process, I was unwillingly & forcefully reimbursed on 8/11/22 the \$615.00 that I paid, contrary to my expectation & understanding, per my conversation with C. Popoff. Not only would this type of treatment not happen to

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

I would like the Xbox & games that I purchased last February to be sold, again, to me through our only club, Trast-masters ("how the men do it") like K. Jeske told me I

9/5/22
DateJacquelyn
Signature

Receiving Facility (If not processing facility)
Date Stamp

Received at Processing Facility
RECEIVED
SEP 11 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
ACCEPTED
SEP 21 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Date Stamp



DISCRIMINATION COMPLAINT APPEAL FORM

Name: NOVACK JACQUELYN K 16511064 J2Z4B
 Last First Initial SID# Cell/Block/Bunk #

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

the men, it did not & does not happen. The men continue to possess & play their Xboxes in their cells, regardless of any risk to security or purchase process violation but I, a woman, am not afforded the same opportunity. This treatment is clearly discriminatory as it excludes me, a woman, & continues to allow the men to have a higher quality & higher level of entertainment than me, even though we are similarly situated in housing. I have been 'left out' of the higher quality & level of entertainment based on my assigned sex. The idea ~~is~~ that ODOC Administrators, Ken Jeske & Nicole Brown, didn't consider me, a woman, to be included for the incentive item & activity, Xbox, further exhibits their discriminatory mindset, placing me in a 'less-than', or 'un-worthy' category compared to the men.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

can, per our conversation on or about July 27th, 2022, when Donaldson, D. Cox & S. Womack were present.

9/5/22

Date

Jacquelyn

Signature

Receiving Facility (If not processing facility)
Date Stamp

Received at Processing Facility
RECEIVED 2022-09-05 DOCC GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
ACCEPTED SEP 21 2022 DOCC GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Date Stamp



Oregon

Kate Brown, Governor

Oregon Department of Corrections

Office of the Inspector General

3601 State St

Salem, OR 97301

Voice: 503-945-0927

Fax: 503-373-1173



November 18, 2022

Jacquelyn Novack SID# 16511064
Coffee Creek Correctional Facility
24499 SW Grahams Ferry Road
Wilsonville, OR 97070

RE: Discrimination Complaint Appeal: CCCF_2022_06_005A

Dear Jacquelyn Novack:

You have requested review of the above referenced Adult in Custody discrimination complaint by the Adult in Custody Complaint Review Committee (AICCRC). This committee hears appeals of discrimination complaints that were first reviewed at the institutional level. I am responding to your appeal of the original finding regarding your complaint. You filed your original complaint with Coffee Creek Correctional Facility on June 1, 2022. Your complaint was received on June 1, 2022 and accepted for investigation on June 10, 2022. After a thorough investigation, Superintendent Brown determined there was no basis for your complaint. Superintendent Brown sent the reasons for her decision to you in writing dated August 29, 2022. You then sent a letter requesting review of the original decision.

On November 3, 2022, the AICCRC heard your appeal and determined the following: Your allegation of discrimination has been carefully reviewed. The committee found there is no new information or reason to overrule or change the original decision.

The department now considers this matter closed.

Sincerely,

Craig Prins

Craig Prins
Inspector General

ACCEPTED

SENT

NOV 22 2022

NOV 22 2022

CCCF GRIEVANCE OFFICE CCCF GRIEVANCE OFFICE

cc: CCCF Superintendent
CCCF Grievance/Discrimination Complaint Coordinator
AICCRC Chair
File



DISCRIMINATION COMPLAINT FORM

Name: NOVACK JACQUELYN K
 Last First Initial

1651064

722415

SID#

Cell/Block/Bunk #

Please provide the date, time, and location of incident giving rise to your complaint: 6/1/22

Person(s) Involved: F. Ledbetter

Witnesses: C. Popoff, K. Jeske

Describe your complaint in detail, including a description of the time, place, and location of the incident or issue your complaint concerns. Include copies of any relevant documents or materials that support your complaint, along with the names of any persons you think should be questioned.

On June 1st, 2022, I received a response from Ledbetter regarding my request to receive my xbox console that was delivered to CCCF on May 16th, 2022. His response, "All equipment deployment is on hold until a determination is made", denying my request to receive my property clearly demonstrates that he is partial to men over women since the men still have & continue to use their consoles in their cells. See attached copy of Kyte.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

I would like to receive my xbox console & games that were purchased in February 2022 & delivered to CCCF on 5/16/22.

6/13/22

Date

Novack

Signature

Receiving Facility (If not processing facility)
RECEIVED
JUN 23 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Received at Processing Facility
RECEIVED
JUN 14 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Returned For Correction
JUN 21 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
ACCEPTED
JUN 30 2022
CCCF GRIEVANCE OFFICE
Date Stamp



GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFFGrievance #: CCCF-2022-06-016

TO: Noveck, Jacqueline 16511064
 Name of grievant SID #

FROM: Ken Jeske Westside Institutions Adm
 Name of respondent Title

List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

As I have previously stated, the X-box you were allowed to purchase at CCCF was not purchased under an appropriate approval process. There was not a state wide process that you mentioned in your complaint and to my knowledge you have been reimbursed for your Xbox purchase. We are nearly finished with a appropriately approved Nintendo Switch purchase program that meets the IT security needs, follows DAS purchasing guidelines and allows all AIC's across the state to own vs. rent these devices and games through an appropriate process. Our hope is that this will be approved and in place to allow people to make purchases and receive them by Christmas.

Do not type past this line

Page 1 of 1

Date:

Receiving Facility (if not processing facility)	Received at Processing Facility	Sent to AIC
	ACCEPTED SEP 24 2022	SENT SEP 24 2022
Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp

Ken JeskeDigitally signed by Ken Jeske
Date: 2022.09.23 14:02:54
-07'00'

Signature of Staff Member

Rob PerssonDigitally signed by Rob Persson
Date: 2022.09.23 15:29:06
-07'00'

Signature of Supervisor (Print/Sign)

Distribution:
FBI White (Original grievance response form)



DISCRIMINATION COMPLAINT APPEAL FORM

Name: NOVACK JACQUELYN K 16571064 J224B
 Last First Initial SID# Cell/Block/Bunk #

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

I filed a discrimination complaint against F. Ledbetter on 6/14/22 that was accepted on 6/30/22. See attached DC# CCCF-2022-06-016. F. Ledbetter continues to demonstrate that he is partial to men over women by refusing to distribute the Xbox that I purchased last February to me; but continues to allow the men to possess & play their consoles in their cells.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

I would like to receive the Xbox that I purchased last February, like Ken Jeske said I can - through Toastmasters - per our conversation on or about 7/27/22 with D. Cox & S. Womack.

9/15/22
Date

Jacquelyn
Signature

Receiving Facility (If not processing facility)	Received at Processing Facility RECEIVED SEP 10 2022 CCCF GRIEVANCE OFFICE Date Stamp	Accepted/Denied/RFC RETURNED UNPROCESSED SEP 25 2022 CCCF GRIEVANCE OFFICE Date Stamp	Accepted/Denied/RFC Date Stamp
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Oregon

Kate Brown, Governor

Oregon Department of Corrections
Coffee Creek Correctional Institution
24499 SW Grahams Ferry Rd.
Wilsonville, OR 97070
Voice: 503-570-6400



September 26, 2022

Jacquelyn Novack, SID #16511064
Coffee Creek Correctional Facility
24499 SW Grahams Ferry Rd.
Wilsonville, OR 97070

Dear Jacquelyn Novack,

This letter is in response to your Discrimination Complaint, CCCF-2022-06-016, in which you allege that you as a female AIC at Coffee Creek Correctional Facility are not being allowed the same access to an X-Box entertainment center as the male AIC's are at male facilities. Ms. L. Arrington, Diversity Coordinator, was assigned the coordination of this investigation.

Please see the attached statement from Mr. K. Jeske regarding your claim.

At the conclusion of the investigation, there was insufficient evidence discovered to substantiate your allegations. Thank you for addressing your concerns appropriately. It is the Department's expectation that its employees, volunteers, and contractors maintain the highest level of professional and respectful standards.

You are entitled to further review of your discrimination complaint by the Adult in Custody Complaint Review Committee (AICCRC). The AICCRC is not under the control of any institution. To get a second review of your complaint you should:

- Send a completed discrimination complaint appeal form and all prior documentation to your Institution Discrimination Complaint Coordinator in accordance with OAR 291-006-0070.
- Please note that the scope of the original complaint cannot be expanded. No additional information may be submitted unless it was unavailable to you at the time the original discrimination complaint was filed, and the information is directly related to the alleged initial complaint.

Your accepted appeal, with attachments, will be sent to the AICCRC for review. You should receive a response from the Inspector General within 70 days.

Sincerely,

Nichole Brown
Superintendent

Jacquelyn Novack, SID #16511064
Discrimination Complaint, CCCF-2022-06-016
September 26, 2022
Page 2 of 2

cc: Office of the Director
Institutions Administrator

Office of the Inspector General
Institution Discrimination Complaint Coordinator

ACCEPTED

SEP 26 2022

CCCF GRIEVANCE OFFICE

SENT

SEP 26 2022

CCCF GRIEVANCE OFFICE



GRIEVANCE FORM

Name: NOVACK JACQUELYN K SID# 1651004 Cell/Block/Bunk # J224B
Last First Initial

Whom are you grieving: ODOCPlease provide the date/time of incident giving rise to grievance: 8/11/22

List in detail all the reasons for your grievance. (What is the problem? When did it happen – date/time/place?) Attach copies of any documents or any material(s), which support your grievance, including the names of any persons you think should be questioned.

I received a refund of \$165.45 on 8/11/22 for an Xbox, its WiFi removal, my profile download & 16 games that I purchased last February. C. Paoff offered to allow me to be reimbursed, send it out or wait for distribution approval pending a resolution to Ken Jeske's & Forest Ledbetter's approval process (statewide) of security concerns. I chose to wait for the resolution & pursue discriminatory issues since none of the concerns seemed to affect the men. While waiting for resolution, ODOC forced a reimbursement upon me without a resolution to how I can receive my property that I have done nothing to cause the loss of its privilege. This property was purchased lawfully through the only process available to me at the time, the same process used for crafts & other special items.

Describe what action you want taken to resolve the grievance. (How can the problem be solved?)

I would like to purchase & receive the Xbox & games that I ordered last February through Toastmasters like Ken Jeske said I can in a conversation I had with him, D. Cox & S. Womack on/about 7/27/22.

8/31/22
Date

Jacquelyn Novack
Signature

Receiving Facility (If not processing facility)
Date Stamp

Received at Processing Facility
RECEIVED
SEP 01 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
RECEIVED
SEP 01 2022
CCCF GRIEVANCE OFFICE
Date Stamp

Accepted/Denied/RFC
Date Stamp



GRIEVANCE FORM

Name: NOVACK JACQUELYN K SID# 16511064 J274B
Last First Initial SID# Cell/Block/Bunk #

Whom are you grieving: Nicole Brown

Please provide the date/time of incident giving rise to grievance: 8/26/22

List in detail all the reasons for your grievance. (What is the problem? When did it happen – date/time/place?) Attach copies of any documents or any material(s), which support your grievance, including the names of any persons you think should be questioned.

I submitted a grievance to C. Popoff for not answering a letter from 7/5/22 to 7/13/22, that was accepted on 7/26/22 (see attached #CCCF-2022-07-033). As C. Popoff's supervisor, it is Nicole Brown's duty to ensure CCCF staff answer & respond to written correspondence accordingly & appropriately, in a timely manner. When C. Popoff does not answer a grievance with the required "Grievance Response Form" (CD117B) it hinders my right to "Due Process". By not enforcing the correct application of departmental policies, rules & other directives by CCCF staff, specifically C. Popoff, Nicole Brown is behaving unprofessional toward me.

Describe what action you want taken to resolve the grievance. (How can the problem be solved?)

I would like Nicole Brown to ensure that C. Popoff does not hinder my right to due process by responding to my grievances using the "Grievance Response Form" CD117B.

9/1/22 Jacki Novak
Date Signature

Receiving Facility (If not processing facility)	Received at Processing Facility RECEIVED SEP 02 2022 CCCF GRIEVANCE OFFICE Date Stamp	Accepted/Denied/RFC ACCEPTED SEP 05 2022 CCCF GRIEVANCE OFFICE Date Stamp	Accepted/Denied/RFC Date Stamp
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GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFF

Grievance #: CCCF-2022-09-003

TO: Novack, Jacquelyn 16511064
 Name of grievant SID #

FROM: Nichole Brown Superintendent
 Name of respondent Title

List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

Ms. Novack,
 September 21, 2022 we spoke at the Puppy Matriculation ceremony regarding your concerns for AIC idleness and responsiveness from the CRU to your requests. I assured you that we would be reinstating the craft box program and working on the music theory group and that timely responses to AIC communication is important to me. Based on that conversation, and our follow up at the Medium Town Hall, it is my understanding that the matter associated with the grievance is closed.

Do not type past this line

11/02/2022

Page 1 of 1

Date:

Receiving Facility (if not processing facility)	Received at Processing Facility ACCEPTED NOV 14 2022	Sent to AIC RECEIVED NOV 14 2022
Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp

 Digitally signed by Nichole R Brown
 Date: 2022.11.04 11:25:12 -07'00'

Signature of Staff Member

Ken Jeske
 Digitally signed by Ken Jeske
 Date: 2022.11.08 07:49:41 -08'00'

Signature of Supervisor (Print/Sign)

 Distribution:
 White (Original grievance response form)



GRIEVANCE FORM

Name: NOVACK JACQUELYN K SID# 16571064 Cell/Block/Bunk # J224B
Last First Initial SID# Cell/Block/Bunk #

Whom are you grieving: Forest Ledbetter

Please provide the date/time of incident giving rise to grievance: 9/22/22

List in detail all the reasons for your grievance. (What is the problem? When did it happen – date/time/place?) Attach copies of any documents or any material(s), which support your grievance, including the names of any persons you think should be questioned.

I filed a discrimination complaint against Forest Ledbetter at the end of May, 2022 that was accepted on 6/30/22, DC# CCCF-2022-06-016. F. Ledbetter has not responded to this & the allotted 70 day timeframe has passed. By not responding to my discrimination complaint he is hindering my due right to "due process".

Describe what action you want taken to resolve the grievance. (How can the problem be solved?)

I want F. Ledbetter to respond to my discrimination complaints & grievances in a timely manner, using the appropriate response forms & not hinder my due process.

9/22/22
Date

Jacquelyn Novack
Signature

<u>Receiving Facility</u> (If not processing facility)
Date Stamp

<u>Received at Processing Facility</u>
RECEIVED
SEP 23 2022
CCCF GRIEVANCE OFFICE
Date Stamp

<u>Accepted/Denied/RFC</u>
Date Stamp

<u>Accepted/Denied/RFC</u>
Date Stamp



GRIEVANCE RESPONSE FORM

TO BE FILLED OUT BY STAFF**Grievance #:** CCCF-2022-09-043

TO: Jacquelyn Novack 16511064
 Name of grievant SID #
 FROM: L. Arrington Diversity Coordinator
 Name of respondent Title

List, in detail, action(s) taken. (What action was taken? Was the action what the AIC requested? If not, why? Who took the action? When was the action taken – date/time?)

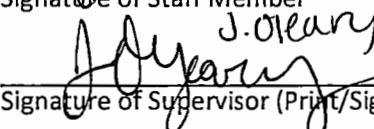
In your grievance you claim that as of 9/22/2022 Discrimination Complaint CCCF-2022-06-016 had not been responded to thus hindering your due process. A response was received for this Discrimination Complaint on 9/26/2022 and forwarded to you on the same date. The response was received late but has not affected your due process.

Do not type past this line

10/3/22
Date:

Page 1 of 1


Signature of Staff Member


Signature of Supervisor (Print/Sign)

Receiving Facility (if not processing facility)	Received at Processing Facility ACCEPTED OCT 03 2022	Sent to AIC SENT OCT 03 2022
CCCF GRIEVANCE OFFICE Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp	CCCF GRIEVANCE OFFICE Date Stamp

Distribution:
White (Original grievance response form)



OREGON DEPARTMENT OF CORRECTIONS

AIC COMMUNICATION FORM

TO: Lifeskills Date: 8/21/20

State your issue in detail:

What needs to happen for a vendor (say, For game consoles) to become Doc approved for "Package Authorization" shipments? Like: Mary Maxim, TriArco, etc.

Is there forms they need to fill out? Can I get those?

What is the overall process? from start to finish?

Thank you,
Jacqueline K. Novak

AIC Committed Name (first middle last)	SID#	Housing Unit
Jacqueline K Novak	165110641	J207 ^B

Response/Action Taken:

Lifeskills ↙ follows through on special requirements set forth

- 1) Generic approval from Capt Bruns.
- 2) Rant approval from Mail room
- 3) Approval from Cpt Bruns.
- 4) Approval from Popoff
- 5) policy change approved.

Date Received: 8/26/20 Referred To:

Date Answered: 8/26/20 Signature of Staff Member: MKA
If forwarded, please notify the AIC

OREGON DEPARTMENT OF CORRECTIONS
AIC COMMUNICATION FORM

INSTITUTION: CCF **FROM** TO
AIC NAME: JK novack
SID #: 1651 1064
UNIT/BUNK: J 207 B
ADDRESS: _____

TO **From**
NAME: Lifeskills
TITLE: Vendor Approval
ADDRESS: _____

(Fold Here)

2nd trip out (resigned) (C)
2nd trip out (resigned) (C)

JK

JK

Proposal for Facility-Specific Gaming Console

To: C. Naugle, Assistant Superintendent of Security – Coffee Creek Correctional Facility (CCCF)
From: Jacquelyn Novack & Sasha Womack
Date: October 18, 2021
RE: Proposal for a facility-specific xBox game console & games

1. The purpose of this proposal is to allow NCI level 3 AIC's to purchase an xBox One game console with up to 5 games for in-cell use through GameStop Inc., Walkenhorst's Company, &/or other viable sources such as, Wal-Mart, Amazon, etc. (see attached copy of Walkenhorst's "xBox 360 Games" & order form). Both GameStop & Walkenhorst's Company are approved prison industry distributors.
2. AIC's who obtain NCI level 3 status will be authorized by Operations Captain Jost via the 'Package Authorization Form CD-948' to purchase a facility-specific xBox game console & games from approved distributors. AIC's will order these specific items using the same mechanism & procedure that AIC's use to order: 1) craft supplies through LifeSkills, or 2) religious supplies through the security office. Either ordering procedure will include the same packet that includes the following:
 - a. A 'Package Authorization Form';
 - b. The item's order form to the company;
 - c. A pre-addressed, stamped envelope; &
 - d. A stamped & signed CD-28 for the full amount including shipping/handling.
3. Several benefits of authorizing AIC's to purchase this game console & games include:
 - a. Promote normalization;
 - b. Pro-social interaction creating a community with other 'gamers' (both seasoned & novis) where players can share experiences & tips for play-through;
 - c. Reduced stress levels;
 - d. Improve quality of the existing entertainment options;
 - e. Relieve the disparity female AICs housed in CCCF experience in comparison to other ODOC facilities that are predominantly male;
 - f. Alleviate negative behaviors that occur as a result of discouragement or boredom & encourage AIC's to obtain a NCI level 3 status;
 - g. Parity & equality amongst various institutions, both male & female.

Both Oregon State Penitentiary (OSP) & Oregon State Correctional Institution (OSCI) have allowed its AIC population to have access to facility –specific game consoles for in-cell use. OSP has allowed its AIC population to purchase both a PlayStation & a Sega Genesis for in-cell use. OSCI allows its AIC population on the honor housing using to rent xBox units for in-cell use. It is also worth noting here that OSP & OSCI's AIC populations are notoriously more violent than CCCF's AIC population, & yet these items are not considered a threat to the safety, security, or orderly operation of either OSP or OSCI.

Submitted by: _____ Date: _____

Submitted by: _____ Date: _____

To: D. Sheppard, Assistant Superintendent of Security

From: Jacquelyn Novak and Sasha Womack

Date: August 25th, 2020

RE: Proposal for a Facility-Specific Entertainment Gaming Console

*recommend
supplier?
gamestop
n Salem*

*normally
community
- social
needs / wants
meriting / equality*

1. The purpose of this proposal is to allow NCI level 3 AIC's to purchase either an Xbox One S or a Playstation 4 entertainment gaming console with up to 5 games for in-cell use through Books N Things Warehouse Inc. (see attached copy of Books N Things "Game Consoles and Games" and order form) and The Walkenhorst's Company (see attached copy of Walkenhorst's "Xbox 360 Games" and order form). Both The Walkenhorst's Company and Books N Things Warehouse Inc. are approved prison industry distributors.
2. AIC's who obtain NCI level 3 status will be authorized by Operations Captain A. Bruns via Package authorization form CD948 (see attached copy of Oregon Department of Corrections Package Authorization) to purchase a Facility-Specific Entertainment Gaming Console and games from approved distributors. AIC's will order these specific items using the same mechanism and procedure that AIC's use to order craft supplies through Lifeskills. The order packet will include the following:
 - a) One Package Authorization Form;
 - b) One order form;
 - c) One pre-addressed stamped envelope (paid); and
 - d) One signed CD-28 for the full amount including shipping and handling.
3. By allowing AIC's to purchase a Facility-Specific Entertainment Gaming Console and games, the Department of Corrections will encourage AIC's to engage in productive, pro-social interactions with both AIC's and staff. A Facility-Specific Entertainment Gaming Console and games also improves the quality of the existing entertainment options at CCCF. Both Oregon State Penitentiary (OSP) and Oregon State Correctional Institution (OSCI) have allowed its AIC populations to have access to Facility-Specific Entertainment Gaming Consoles for in-cell use. OSP has allowed its AIC population to purchase both a Playstation and a Sega Genesis for in-cell use. OSCI allows its AIC population on the honor housing unit to rent Xbox units for in-cell use. It is also worth noting here that OSP and OSCI's AIC populations are notoriously more violent than CCCF's AIC population, and yet these items are not considered a threat to the safety, security, or orderly operations of either OSP or OSCI. Authorizing a Facility-Specific Entertainment Gaining Console will alleviate the disparity female AIC's housed in CCCF experience in comparison to other ODOC facilities that are predominantly male. Allowing this will also alleviate some of the bad behaviors that occur as a result of boredom and encourage AIC's to obtain NCI level 3 status.

Submitted by: _____

Submitted by: _____

Proposal Title: Game ConsolesProposal Date: 6/15/2020Proposal Submitted By: Jacquelyn Novack

Proposal: To allow incentive level 3 AIC's to purchase XBox gaming console and up to 5 games for in-cell use. The XBox gaming console is an institution specific item.

Plan: AIC's who obtain NCI level 3 status will be given the privilege to receive package authorization to purchase one XBox gaming console from the Walkenhorst Company, a DOC approved vendor that specializes in providing AIC's with the opportunity to purchase an XBox gaming console that meets the security requirements of DOC facilities nationwide. See attached photo of game console as advertised on the Walkenhorst website.

Need: Encourages AIC's to engage in prosocial rehabilitation by allowing AIC's to improve their existing entertainment options. The AIC's at CCCF need to be provided a sense of equal opportunity compared to institution specific items offered/allowed at other DOC facilities in the state of Oregon. In addition, this could alleviate many levels of bad behavior due to boredom and encourage AIC's to level up.

Expenses/Duties: All expenses incurred will be paid for by the AIC via package authorization and CO-28. The Operation Captain in coordination with the Lifeskills department will facilitate the purchasing and distribution of the XBox game consoles as they arrive in the facility via the Craft supply ordering process.

DO NOT WRITE BELOW FOR MANAGEMENT APPROVAL ONLY

Approved Yes Signature: _____ Date: _____

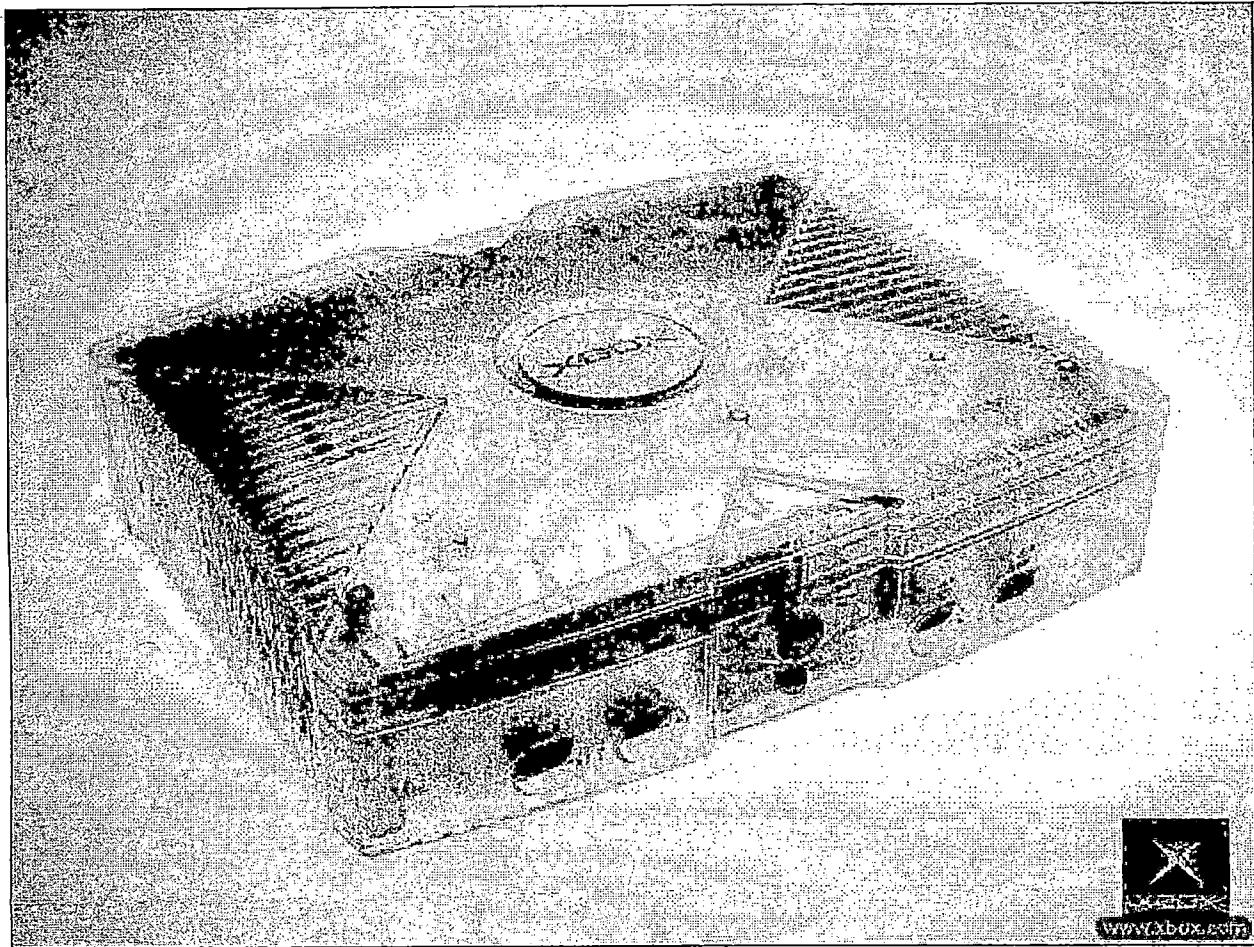
Comment: _____

Denied/Referred Yes Signature: _____ Date: _____

Comment: _____

Pending Yes Signature: _____ Date: _____

Comment: _____



11/23 @ 3:15 - Life Skills xBox meeting
List of Approved Xbox Games

SNACK

5204

To: C. Naugle, Assistant Superintendent of Security— Coffee Creek Correctional Facility

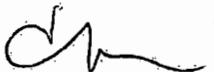
From: Sasha Womack

Date: November 16th, 2021

Re: List of Approved Xbox Games

- 1. Tales of Arise
- 2. Immortals: Fenyx Rising
- 3. Skyrim: Elderscrolls V
- 4. Assassin's Creed (Valhalla) Odyssey
- 5. Psychonauts 2
- 6. Call of Duty: Black Ops Cold War
- 7. Mass Effect: Legendary
- 8. Dragon Age: Inquisition
- 9. Need for Speed: Hot Pursuit
- 10. Far Cry 6

Approved by:

 11/18/21

APPROVED

NOV 18 2021

ASSISTANT SUPERINTENDENT
CCCF SECURITY

List of Approved Xbox Games

next:

Half Life 1,2 + Portal
BioShock Complete
Fall Out 3 (Sami)
Halo Infinite
New World (?PS)
Soul Caliber
Final Fantasy

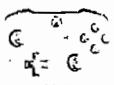
Page 1 of 1

more →

Kingdom Hearts

Lego Harry Potter

Sims 4



Xbox One S (with removed) \$340

Includes:

- Console ➢ HDMI
- Power adapter ➢ Controller



Call of Duty: Black Ops Cold War (\$350)

Genre: First Person Shooter



Mass Effect Legendary (\$45)

Genre: Action/Sci-Fi first person shooter



Dragon Age: Inquisition (\$40)

Genre: The epic role-playing game



Need for Speed: Hot Pursuit (\$35)

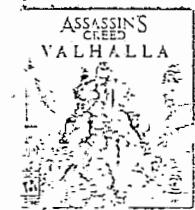
Genre: Racing game

BX-BOX must be a level 3 to order



Far Cry 6 (\$350)

Genre: Action/Adventure



Assassin's Creed: Valhalla (\$45)

Genre: Action/Adventure Quest



Tales of Arise (\$50)

Genre: Action/Role-playing game



Immortal's Fenyx Rising (\$40)

Genre: Mythical Action Adventure



Elder Scrolls V: Skyrim (\$50)

Genre: Role Playing Game/Adventure Quest

To Order: send a kye to Lifeshells with the following:

- Completed CD-28 for total amount due to "Reboot System"
- Pre-addressed envelope
- Completed order form
- Completed package authorization form

OREGON DEPARTMENT OF CORRECTIONS

PACKAGE AUTHORIZATIONCOPY

Instructions to Inmate: Completion of this form is required to receive any package into a correctional facility. Print clearly and submit this form to the proper authority for authorization. All three sections must be properly filled out. The original will be returned to the inmate to send to the person authorized to send the package. Attach a CD28 for Withdrawal of Funds to the Package Authorization if required for payment.

Section I:

Name of Sender:	Robert Salem		
Address of Sender:	Street/Route:	354 Center St.	
	City	State	Zip
Package Contents:	1. Xbox One S Console	4.	
	2. 10 games	5.	
	3.	6.	
Inmate's Name:	Printed: JACQUELYN NICHOLS	Signature:	Am/SM

Final Authorization: Approved: _____ Denied: _____

Signature: _____ Date: _____

Cut on Line

Section II

INVENTORY LIST

Instructions to Sender: Attach Authorized Package Label on the outside of the package. If the **AUTHORIZED PACKAGE LABEL** is not attached, the package will be refused. The package must be sent through the U. S. Postal System or UPS if authorized by the institution. **Enclose the Inventory List** and the listed items in the package.

1. Xbox One S Console	4.
2. 10 games	5.
3.	6.

Cut on Line

Section III

AUTHORIZED PACKAGE LABEL

From: Robert Salem
354 Center St.
Salem, OR 97310

To: Jacqueline Nichols #11654
SID#: 11651064 Unit/Cell/Bunk J224B
Facility: Oregon Correctional Facility
Address: 24499 SW Abraham Lincoln Rd.
Wilsonville, OR 97070

Authorized By: _____

Xbox One S & Games Order Form

To: Reboot Salem
354 Center St.
Salem, OR 97310

From: Jacquelyn Novack #16511064
(Full Name and SID #)

CCCF c/o Lifeskills Department
24499 SW Grahams Ferry Rd.
Wilsonville, OR 97070

COPY

Qty	Item Description	Price Each	Total Cost
1	Xbox One S (wifi removed)	\$340.00	340.00
1	Tales of Arise	\$50.00	
1	Immortals: Fenyx Rising	\$40.00	40.00
1	Assassin's Creed: Valhalla	\$45.00	45.00
1	Call of Duty: Black Ops Cold War	\$50.00	50.00
1	Mass Effect: Legendary	\$45.00	45.00
1	Dragon Age : Inquisition	\$40.00	40.00
1	Need for Speed: Hot Pursuit	\$35.00	
1	Far Cry 6	\$50.00	50.00
1	The Elderscrolls V: Skyrim	\$50.00	50.00
		Shipping & Handling: (Flat rate)	\$5.00
		Total Cost:	575.00 (60) \$600

Substitutions if item(s) unavailable:			

Make checks payable to: "Reboot Salem"

Check One: Please credit any overpayment to my Reboot Salem account.
 Please mail me a refund check for any overpayment.

SID# 0016511064 Name: NOVACK, JACQUELYN KELLY BKG# 2670951
LOCATION: CCCF-J-J224B

DATE	TRANSACTION DESCRIPTION	RECEIPT#	TRANSACTION AMT	BALANCE
02/01/2022	CPSR SAL ORD #9442867		145.00	2,085.97
02/02/2022	Interest Distribution		0.65	2,086.62
02/07/2022	ERHBC		(50.85)	2,035.77
02/08/2022	CRSP SAL ORD #9509058		(12.10)	2,023.67
02/16/2022	CRSP SAL ORD #9519461		(50.83)	1,972.84
02/16/2022	CRSP SAL ORD #9520421		(73.00)	1,899.84
02/16/2022	GS Cookies - PF		(25.00)	1,874.84
02/16/2022	REBOOT SALEM		(615.00)	1,259.84

Forced refund

TRANSACTION DESCRIPTIONS -- GENERAL SAVINGS SUB-ACCOUNT

DATE	TRANSACTION DESCRIPTION	RECEIPT#	TRANSACTION AMT	BALANCE
------	-------------------------	----------	-----------------	---------

TRANSACTION DESCRIPTIONS -- RESERVE OPTICAL SUB-ACCOUNT

DATE	TRANSACTION DESCRIPTION	RECEIPT#	TRANSACTION AMT	BALANCE
------	-------------------------	----------	-----------------	---------

TRANSACTION DESCRIPTIONS -- RESERVED DENTAL SUB-ACCOUNT

DATE	TRANSACTION DESCRIPTION	RECEIPT#	TRANSACTION AMT	BALANCE
------	-------------------------	----------	-----------------	---------

TRANSACTION DESCRIPTIONS -- AIC SPENDING SUB-ACCOUNT
ACCOUNT

DATE	TRANSACTION DESCRIPTION	RECEIPT#	TRANSACTION AMT	BALANCE
------	-------------------------	----------	-----------------	---------

01/26/2022	CRS SAL ORD #9493059		(18.76)	1.28
01/26/2022	CSR SAL ORD #9493059		18.76	20.04
02/03/2022	Interest Distribution		0.39	20.43

TRANSACTION DESCRIPTIONS -- TRANSITIONAL SUB-ACCOUNT
SAVINGS

DATE	TRANSACTION DESCRIPTION	RECEIPT#	TRANSACTION AMT	BALANCE
------	-------------------------	----------	-----------------	---------

IF THE DEPARTMENT HAS COLLECTED MONEY FROM YOUR ACCOUNT FOR
DEBT, YOU MAY OBTAIN AN ADMIN REVIEW PER OAR 291-158-0065.

The Difference Between OSP & CCCF

(1)

The most blatant & harmful difference I've seen between OSP & CCCF is the manner of Staff/ATC interaction.

Not all, but most of the staff here act in an unprofessional manner - beginning with a general attitude of disrespect based in treating us like grown-up children instead of adults.

As adults, that put us in the same peer group as staff, but we're not treated accordingly. Much of this treatment boils down to being designed to subjugate women & "keep them in their place".

It begins with tone when they speak to ATCs. It's often condescending, belittling (staff talking to a 2-year-old), sarcastic, unecessarily short & peevish, oftentimes openly abusive & compounded by mistreating the person verbally in the presence of other ATCs.

At OSP, staff would never speak to a male ATC this way, especially in front of others. There, they begin with a baseline of professionalism founded on the expectation of fostering of mutual respect.

I believe this dysfunctional culture of abuse is centered around the fact that we are seen as women as 2nd class citizens, & we have a history of not standing up for ourselves - a fact that the staff are well aware of & which they exploit to maintain their power of control over us.

This controlling power extends to dictating arbitrary rules about our clothing:

- They instill a feeling of shame about our bodies in us by dictating that we must wear bras at all times.
- They have us "model" shirts & pants to the Clothing Room Officer when we ask for new clothing. It must meet with his/her subjective approval as not being "too suggestive".

L2A
L1B

Even if so, making us try on new items.

- They dictate that Socks - evenable socks - must be visible above the top of our shoes. The personally Sent officers stop inmates AIC's in the corridor - a highly public space - & make them remove their shoes to ensure they're wearing socks.
- They literally bark at us to tuck our shirts in if not tucked in. Again, it's not just the action, but the unprofessional way they instruct.
- ~~the~~ Remember - None of these things are done at OSP to the men! They are all literally designed to constantly remind us that they control our bodies beyond imprisoning them.

The unprofessionalism of CCCF staff extends into every area of our interaction with them.

I was surprised to see how many Kypes are completely ignored as responding to. The personally Sent multiple kypes to all members of Admin - from the Superintendent down to Page Boys - all without a response.

At OSP, all staff are required to answer every kype from an AIC. The personally sent multiple kypes to the Supr. Which he has personally responded to. It's just one more way to show their contempt for us as adults & human beings worthy of common courtesy & respect.

And yet, if we even begin to question their behavior or point out inappropriate behavior, their immediate response is to either threaten, or in many cases, carry out sanctions.

At OSP, situations such as these would be 1st attempted to be worked thru & resolved, just as you would with any other adult, before resorting to use of Sanctions.

L3A
LIC
②

These are just a few examples of how Security's Administration at CCF Show Contempt for the guidelines of The Oregon Way - a set of guidelines issuing from the Director's office which are expected to be adhered to by all ODO staff in the State. This dysfunctional culture is perpetuated by the structure - There is a core group of officers who have been at CCF for many years - some since its opening - who have instilled this unprofessional mistreatment of female AICs as normality; i.e. who instruct the new officers who come here for training that this is "normal". Again, I've personally seen the result of this - these officers who move on to OSP, for example, end up either having to be re-educated by fellow staff or AICs on acceptable's expected performance as an Oregon Corr. Off., or they end up eventually coming back here, where they can misbehave without repercussions. The only way to fix this problem which is so entrenched, in my opinion would be to:

1. Install a Super who actually takes charge of ensuring that day to day operations' directives for acceptable interaction are actually followed thru on -
2. Clean house - Either make it clear that existing staff will get on board with professional behavior or make it so uncomfortable for them that they leave. Then install new officers trained by staff with a proven track record of following The Oregon Way
3. Install the hierarchy that exists @ other institutions, i.e. Lie, Capt, Capt, Lie, Sgt, who follow the hierarchy professionally. Much of the reason there are so many problems here is because this entrenched staff of Clos & Cops

L1D

are allowed to treat ACs as they please, without ever being held accountable or responsible for their actions.

These are the people responsible for chasing off every professional, empathetic staff member I've seen who's actually tried to improve things around here & bring CCCF into 21st Century standards for rehabilitating ACs.

Instead, they've recently doubled down on their methods by re-introducing the stringent & draconian rules that they had been moving away from, towards normalization.

The incumbent staff have made it clear they are threatened by normalization because they would have to change how they treat us & thereby lose some of their power of arbitrary control. CCCF is not going into the 21st Century - it's going backward into the mid-20th Century.

There are many more singular events I could recount to defend my accusations, but honestly, this is all so depressing & frustrating that I can't go on at the moment.

Ruby Taylor
H# 3286952

L5A
LIEIncentives & Amenities Available @ Mens Prisons, But Not CCCF'sYard

- Bathroom
- Drinking Fountain
- Grass, Flower Gardens, Veg. Gardens
- Horseshoes, SoftBall, V-Ball, Shuffleboard, Ping Pong, Pool, Handball Courts
- Multiple Weight Stations

Organized Team Sports:

- Softball
- B-ball
- V-Ball
- Pool
- Running Program

All
have
outside
teams
allowed
to play

Incentives

- Clubs & Special Interest Groups
- Hobby Shop
- Fund raisers

In-CellMultiple Movie Channels (In-House)

- Movies 24 hrs day
- New Movies Weekly
- Series - (Game of Thrones, Sopranos, etc)
- Music Channel - 24 hrs / Genre changed daily
- Cultural Channels - Asian, Latino, African-American
- Fundraiser Channel

EVERY DATES VARIOUS VARY, BUT ALL BEING ADVERTISED ~~IS~~ L2A

DOZEN COSTCO MUFFINS.

CARLS JR. VARIOUS ITEMS

MCDONALDS. //

WENDYS //

PAPA MURPHYS PIZZA

IS ON TOP OF REGULAR CONTINUOUS FUNDRAISERS:

WIL BOX CANDYS

SALT WATER TAFFY

ICK-TOMATO, ONION, AVOCADO

CILANTRO, JALAPENO'S, PEAS

ON-FOOD ITEMS TOO:

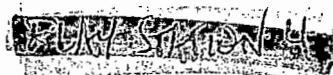
ERS

NAIS

ROCK BEANIES

SOCKS

 XBOX

 PLAYSTATION

TANK TOPS

PANKER BOOTS

GIRL SCOUT COOKIES

GOURMET COFFEE - DUTCH BRO'S ETC.

FISH PRODUCERS: OYSTERS, CLAMS, SARDINES

CHEESE RIBS: SHAMON ETC.

ANIMAL COOKIES, CHEESE MIX

ETC. ETC.

THE ELECTRIC TOOTHPRATCH

GUESS THEY FIGURE IF CANTEEN ISN'T GETTING OUR MONEY

WAY AS WELL -- ALOT OF TOP 11 ARE SOLD OUT FAST, BUT OF

ARE NO LIMIT PER CUSTOMER BUT ONLY CAN ALLOW 200-300

S ALL TOLD. SO I COULD ORDER 3) SPICY CHICKEN SANDWICHES

WENDYS @ 5.00 EA. AND 2) WENDYS SINGLES BURGERS ALSO 5.00 EA.

ONE ORDER -- FEEL ME. SO GUYS GO CRAZY AND SPEND

ESPECIALLY LIFERS. THOSE RESTURANTS KILL PICKED MEALS

IT WOULD HANDHELD NUMBER WITH TETRIS, DONKEY KONG, MARIO, ETC. AND YOU COULD ROUTE IT THROUGH YOUR T.V. OR USE THE SCREEN ON THE GAMEBOY STYLUS SCREEN. THEY SOLD FOR 30.00 ... THAT WAS THE FIRST, THEN ANOTHER YEAR AND THEY GOT OK FOR ~~SEGA CONSOLE~~ WITH I DON'T KNOW HOW MANY PRE-SET GAMES? BUT ALSO, THE ~~XBOX APPROVAL~~ HAS COME AFTER A MANY YEAR PROGRESSION ... THE UNIT COSTS 350.00 GAME'S (ONLY P/G TEEN APPROVED) COST FROM 20.⁰⁰ TO 50.⁰⁰ THEY'RE TRYING TO ARRANGE OFFERING SIGHTLY USED GAMES FOR LESS ... FROM "GAME STOP" STORE - I WILL SEE IF I CAN GET HOLD OF THE SEP PRESIDENT. HE'S THE CAT (INMATE) WHO WAS WORKING YEARS FOR APPROVAL AND WORKS WITH STAFF ALLOWING HIM TO EMAIL VENDORS (IT WAS A SECRET, FOR VENDOR) O.S.P. THUS HE HAVE ONLY OK'D 300 UNITS ... LIKE I SAY IT'S ALL NEW AND AFTER YEARS OF SUBMITTING PROPOSAL'S & HARD WORK AND A RECEPTING SUPERINTENDENT WHO FOLLOW'S HEAD OF D.O.C. INMATE'S PAPER'S CALL OF "NORMALIZATION". O.S.P IS ALL ABOUT THAT ... COURTS & D.O.C. OFFICIALS WENT TO NORWAY TO SEE HOW THEY TREAT INMATE'S (NOW A.I.C.'S) AND NORWAY OFFICIALS CAME TO O.S.P. (I THINK I TOLD YA ABOUT THAT, RIGHT?) SO FIRST OLD RULE TO GO WAS DRESS CODE, SHIRTS UNTUCKED OR JUST THERMAL, OR TANK TOPS (SOME BY CWS) SHORTS EVERYWHERE AND HAT'S, BEANIES, ON ANYTHING, PLACE. HAT'S WITH COLORFUL →

#16
L3A

but he would get the point to stop. Their are other ways and I wish I could help I know it sucks.

Hey I'm glad you got the post card. I ran across your pretty pictures and thought I would drop you a line or two. I want to thank you for your word of encouragement they have helped a great deal. Hey let me ask you something. When this JF191 goes through here soon would you let ~~me~~ buy you and your other half a cup of coffee sometime? I would be out as soon as all that would go through. Meanwhile their doing feeds here and sold ~~play~~ ~~shirts~~. I tell yea I got one. Were just playing the waiting game to get them. Well Morgan I think I will wrap this up were getting ready for sheet exchange catch ya latter. Please not another month befor I hear from you or

Jamie

Their were never anything to forgive you for ~~BC~~

26
L3B

Morgan

April 4, 2021

Hey their hows everything going? Everything here has pretty much gone back to normal. We are on feir 2 still but that will change here in about two weeks or so. We have been able to work out on the weight pile again. Thank God. I have a lot to do in a short amount of time. I've got faith in myself I can get close to where I want to be. I want to show my ex what she is missing. So No, I'm doing it for myself. LK

Do you are going minimum in June? Did you guys get notice that their doing instead 48 months it is now 60 months to be minimum?

So Sweet Heart you very well might go anyday.

I don't want to make how your feeling any worse I just thought you should know its all.

I am sorry to hear about ^{your} Jon being bullied.

I wouldn't listen to my advice in saying to broke the bully's nose. Even though back 20 + years ago that would of worked. Now days he would get in to much trouble and it wouldn't be worth it. Maybe not broke his nose

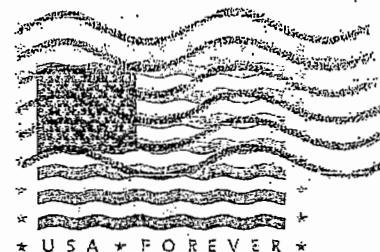
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Oregon Department of Corrections - AIC Mail

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6 APR 2021 PM 3 :L



Morgan Larsen
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24499 Sw Grahams Ferry Rd
Wilsonville OR 97070



Larsen, Morgan Alice
17581303

J113A

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CCCF
Oregon Department of Corrections.

17581303

CERTIFICATE OF SERVICE

CASE NAME: Novack v. Jeske and Ledbetter

CASE NUMBER: (if known) _____

COMES NOW, Jacquelyn Kelly Novack, and certifies the following:

That I am incarcerated by the Oregon Department of Corrections at Coffee Creek Correctional Facility (CCCF) in Wilsonville, Oregon.

That on the day of October, 2023, I personally placed in the Correctional Institution's mailing service A TRUE COPY of the following:

39.010 Complaint for Violation of Civil Rights, 39.020 Application to Proceed In Forma Pauperis,

39.030 Cover Sheet, 39.150 Motion for Appointment of Counsel, 06.000 Inmate Trust Account Records

I placed the above in a securely enclosed, postage prepaid envelope, to the person(s) named at the places addressed below:

United States District Court
For The District of Oregon
1000 SW Third Avenue Rm. 740
Portland, Oregon 97204

(Signature)

Print Name Jacquelyn Kelly Novack

S.I.D. No.: 16511064

Coffee Creek Correctional Facility

24499 SW Grahams Ferry Rd.

Wilsonville, OR 97070